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ABSTRACT

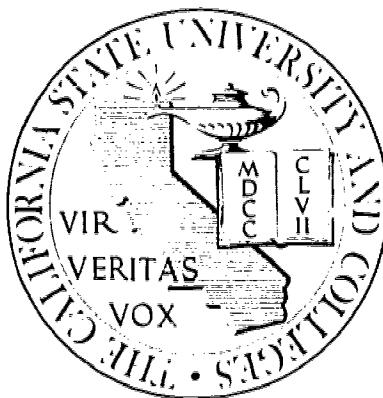
The California State University and Colleges (CSUC) system consists of 19 institutions located throughout the state. As a prerequisite for library automation an analysis and cost study of technical processing functions was undertaken in all 19 libraries of the system. The purpose of the study was to provide CSUC librarians with accurate cost figures for their own operations as well as a means of comparing costs based on a standardized methodology. The study was to facilitate comparisons among similar functions in several libraries as well as between current manual operations and projected operations in a computerized mode. Four summary sheets are provided for the 19 libraries, namely, a general summary, a unit cost summary, a production unit summary, and a bibliographic search summary. In addition, an activity detail analysis is provided for the participating libraries. This report represents raw unevaluated data and does not reflect total costs of the technical processing operations in the participating libraries. (Author/SJ)

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REPORT ON A COST STUDY OF  
SPECIFIC TECHNICAL PROCESSING ACTIVITIES  
of the  
CALIFORNIA STATE UNIVERSITY AND COLLEGES  
LIBRARIES



The California State University and Colleges  
Office of the Chancellor  
The Division of Academic Program and Resource Planning

February, 1973

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The cooperation and assistance of hundreds of library staff members and student assistants in the 19 California State University and Colleges libraries is gratefully acknowledged. Their willingness to undertake a lengthy and detailed data collection task in addition to their regular duties made this study possible.

Thanks is also due Mr. John Kountz, Coordinator of Library Automation and Mr. Daniel DuBois, Library Systems Analyst, Office of the Chancellor, for their technical assistance. The programs (and accompanying documentation) used to process and display the data in this report are available for the cost of duplication. For further information contact Mr. John Kountz, Library Systems Project, Office of the Chancellor, The California State University and Colleges, 5670 Wilshire Boulevard, Los Angeles, California 90036.

Copies of this document and the program documentation are available from the ERIC Document Reproduction Service, LEASCO Information Products, Inc., P.O. Drawer O, Bethesda, Maryland 20014.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

TECHNICAL PROCESSING COST STUDY - 1972

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## REPORT OF CSUC TECHNICAL PROCESSING COST STUDY

### INTRODUCTION

The California State University and Colleges (CSUC) system consists of 19 institutions located throughout the State with clusters in the Los Angeles and San Francisco Bay areas. The oldest of these campuses dates from 1857; the newest began operation in 1970. All of the campuses offer Master's degree programs and several offer joint doctorates with the University of California.

As might be expected from the diversity of location, age, and academic programs, there is considerable variation among the 19 CSUC libraries. This variation may be characterized for any one library according to the nature of the collection, its age and size, number, distribution of staff, as well as the diversity in organization and operational style which represents the individual needs of each campus. Taking budget and collection size as determining factors, the system may be described as consisting of six large libraries, seven medium size libraries, and six small libraries. Thus, although the methodology of data collection was the same in each of the libraries, the results cannot be considered completely comparable. This point must be kept in mind in interpreting the raw data presented in any report on library operations, but especially in this one.

The California State University and Colleges have long been examining automation as a possible means of alleviating the many library problems arising from increased demands for service during a period of limited budgets for both materials and personnel. Various groups within the CSUC have made recommendations regarding this issue, but it was not until early 1971 that the Board of Trustees formally accepted library automation as one of its priorities, and budgeted funds for systemwide implementation.

One of the major prerequisites for library automation is a thorough analysis and understanding of existing manual operations. This understanding is essential for preparation of a cost-benefit analysis of the projected system as well as for planning the transition to automation. Earlier recommendations focused on library technical processing functions as most amenable to and most likely to benefit from automation.

Consequently, the Steering Committee of the CSUC Council of Library Directors, in October, 1971, recommended that an analysis and cost study of technical processing functions be undertaken in all 19 libraries of the system. The purpose of the study was to provide CSUC librarians with accurate cost figures for their own operations as well as a means of comparing costs based on a standardized methodology. The study was to facilitate comparisons among similar functions in several libraries as well as between current manual operations and projected operations in a computerized mode.

The impetus for this decision to undertake a systemwide cost study was the report presented to the Steering Committee by Ransom Wood, Associate for Library Development, Office of the Chancellor, and Gordon Martin, Library Director, California State University, Sacramento, on their investigation of alternative methods of centralizing book processing available to CSUC libraries. In addition to visiting The California State Library, at its invitation, Wood and Martin also visited the Richard Abel and Company, Inc., facilities in Portland, Oregon; the Colorado Academic Libraries Book Processing Center (CALBPC) in Boulder; the Ohio College Library Center in Columbus; and Stanford University's Project BALLOTS. Proposals were received from two commercial firms, Information Dynamics Corporation, Inc., and Information Design, Inc., to provide bibliographic data on a systemwide basis. None of these systems appeared appropriate at that time for implementation by the CSUC libraries. One of the by-products of the visit to Stanford University was the knowledge of the recently completed study made by four academic libraries, including CSU, San Jose, of the feasibility of extending BALLOTS to network operation. Part of this feasibility study was a modified cost study which appealed to the Steering Committee as being uniformly applicable to CSUC libraries but not placing a heavy data gathering burden on library staffs.

#### METHODOLOGY

The Technical Processing Cost Study (hereinafter referred to as TPCS) project team, established under Ransom Wood, consisted of Martha West, Department of Librarianship, CSU, San Jose, as Project Director; Jill Le Croissette, Assistant University Librarian, CSU, Los Angeles; and Margo Westgaard, Assistant Librarian, CSU, San Francisco. Evaluation of BALLOTS cost study methodology revealed inadequacies for direct CSUC library application since that study was designed to relate specifically to the BALLOTS-MARC module and thus addressed only a portion of the significant technical processing functions. Therefore, after examination of studies reported in the literature, a new and more detailed analysis of the functions was devised that borrowed freely from the procedures used in the Colorado Academic Libraries Book Processing Feasibility Cost Study. The resulting structure was intended to incorporate the best features of that study while reducing and simplifying individual library data-gathering requirements. Over 90 activities grouped into 14 functions were defined (Appendix A) and forms designed for reporting time spent in performing those activities (Appendix E). A major concern of the TPCS Project Team was that the study be task and not personnel oriented. Therefore, instructions (Appendix B) emphasized that all working hours were not required to be reported; only time actually spent in performing the defined tasks and category "other" tasks was to be reported. For this reason, functions were broken down into the smallest logical components and definitions were made extremely detailed. (Experience in conducting the study indicated that these breakdowns and details were perhaps too fine to be of real value.) This is the primary difference between the CSUC TPCS and that of CALBPC. There were three reasons for this detailed analysis of



technical processing functions: 1) to eliminate the natural tendency of individuals to report in their own favor; 2) to more easily identify those areas most likely to be impacted by automation; and 3) to provide the libraries with management information which would be of value with or without automation.

In order to flatten the "natural improvement" curve and to obtain a more representative picture of activities, it was decided to conduct the study over a three-month period with the libraries submitting their time sheets on a weekly basis. A coordinator was appointed in each library to see that instructions were followed by those participating and also to act as a contact with the project team.

This plan was presented to the CSUC Council of Library Directors at their meeting in December 1971 and accepted for implementation in the spring of 1972.

#### IMPLEMENTATION

Instructions and forms were distributed to the 19 CSUC libraries early in 1972, and a one-week trial of the procedures was undertaken during the week of January 24-28, 1972. Meetings of all coordinators were held to clarify problem areas identified during the trial run and to amend and/or expand activity definitions. In addition, members of the project team were available for consultation throughout the study. Actual data collection took place during the period February 14-May 12, 1972.

The coordinator in each library collected the worksheets, checked to see that they were complete and consistent and filled out the weekly production unit summary sheet (Appendix F). No editing was done at the institution level. The forms were then forwarded to the data collection point in the Chancellor's Office. Calculation of hourly salary rates, consolidation of forms and other editing required for keypunching was done by graduate students from the Library School at the University of Southern California on a part-time basis.

An extremely flexible system consisting of three programs was designed and written to summarize and display the data collected. This system is available for any library project requiring labor cost accounting and will handle all library functions where direct labor is involved.

Preliminary examination of the worksheets indicated that there was considerable diversity in reporting activities during the first few weeks of the study in spite of the attempts made to prevent this. Therefore, the decision was made to exclude data collected during the first three weeks of the study and to analyze only that collected during the ten-week period, March 6-May 12, 1972.



It was further decided that the Report of a Technical Processing Cost Study be issued in two parts, in order to return results to the participating libraries as rapidly as possible. Therefore, this part consists only of computer-produced summary data and a brief guide to the interpretation of these data. A more detailed analysis will be produced if required, but depending upon the availability of funds.

## RESULTS

Four summary sheets are provided for the 19 libraries, namely, a general summary, a unit cost summary, a production unit summary, and a bibliographic search summary. In addition, an activity detail analysis is provided for the participating libraries, each of which is identified by a randomly assigned code letter.

In examining the costs reported, both on the summary sheets and in the activity detail, it must be remembered that these do not reflect total costs of technical processing operations but only the costs for the activities defined in the study methodology. Time is reported in quarter-hour segments, and costs in whole dollars, except for unit costs. Differences between totals reported in this summary and those in the individual library activity detail are due to the use of different methods of rounding in order to produce total dollar figures.

The factorials used to derive summary totals and unit costs are given in Appendix D. For the general summary and unit cost summary, high, low and average figures (indicated by H, L, and\*) are given. Activities reported in Administration are not included in calculating totals for the summary figures. It became obvious during the analysis that there was ambiguity in the activity definitions for Administration and too much variety in the manner of reporting Administration activities for these figures to be meaningful. They are, however, reported in the activity detail for each library. Since bibliographic search represents such a large percentage of the workload in technical processing activities, it was decided to display information on this activity in summary form, even though unit costs could not be identified. However, some error has been observed, made either in reporting or keypunching of time spent in searching CARDSET and MCRS. These errors should be noted: Libraries C and I do not subscribe to CARDSET; libraries H, K, N, O and Q do not subscribe to MCRS, but library K subscribes to CARDSET.

In the activity detail for each library, times and costs are reported by class of library staff, i.e., professional, library assistant (a separate category in the CSUC system), clerical and student assistant.

Within the total for each library, sub-totals are given for each function as well as for the functional grouping of Acquisitions, Cataloging, and Administration. A grand total is also displayed.

It must be reiterated that this report represents raw unevaluated data and does not reflect total costs of the technical processing operations in the 19 participating libraries. It is a report of costs, in hours and dollars, spent in performing certain specified tasks. These tasks do, however, show the range of activities required for the acquiring, cataloging and processing of materials for academic library collections.

#### DATA SECTION

The print-out which follows represents the reduction of direct labor time reported by the technical processing groups of the 19 CSUC libraries over a ten-week period. To perform this data, reduction input sheets filled in at each library (sample attached) were keypunched to yield 61,397 cards which were then processed through the Library Systems Projects Library Labor Cost Accounting System.<sup>1</sup> Each of the report types constituting this study are discussed below.

#### SUMMARY (Report page 1)

Here are displayed the aggregate dollars expended, library by library, for the functions comprising technical processing. The factorials used to develop the data in this summary are detailed in Appendix D. Note that unit costs were developed wherever production units could be reported. For related acts (activities) no specific unit for reporting could be determined, thus, no unit cost is developed. To facilitate a quick review of the summary, the percentage of the dollar outlay for each function on a library by library basis has been computed. Similarly, on a function by function basis the high (H), median (\*) and low (L) figures for dollars, unit costs and percentages are displayed.

#### UNIT COST SUMMARY (Report page 2)

The aggregate costs for specific activities at each library are displayed. To develop this, the production units (reference sample form, Appendix F) reported during the study period were divided into the accumulated costs for each of the activities represented. As with the summary report, high (H), median (\*) and low (L) costs are identified. Note that, since all libraries do not perform the identical same activities in technical processing the term "NO U" (no units) is displayed wherever production units were not reported. In one instance a "NO U" was found to be low (L) since an insignificant cost had been reported for the particular activity (volumes bound). This cost is probably an error in reporting.

#### BIBLIOGRAPHIC SEARCH SUMMARY (Report page 3)

The four bibliographic search types (General, National Union Catalog, Micrographic Catalog Retrieval System and CARDSET) relate to the

<sup>1</sup>Library System Project: Library Labor Cost Accounting System  
Program ID D500 date October 16, 1972. Documentation available from the Office of the Chancellor, The California State University and Colleges.

process of bibliographic data verification and validation which is intimately tied to the acquisitions and cataloging functions of technical processing. While General and NUC search relate only to hard copy, MCRS and CARDSET are microform file services contracted for by the libraries reporting them. Thus, the indicator (NO D) applies where no data were reported and by implication signifies the service is not utilized by the particular library. Note that total time and cost only are reported for bibliographic search.

#### PRODUCTION UNITS (page 4)

All production units reported by the libraries during the study period are displayed here.

#### ACTIVITY DETAIL/ALL MEDIA (subsequent detail sections)

The remainder of the report is composed of a set of separate reports, one for each library displaying all data developed (except production units) during the study period. The data used consists of the times reported by specific personnel categories. These times were then extended by the applicable hourly rates and summarized along broad personnel categories (professional, library assistant, clerical and student assistant).

The resultant times and costs were then reported on an activity by activity basis for each library. The activities used relate directly to the Function Worksheet (Appendix E) activities.

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CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY - 1972

PAGE 1

SUMMARY

LIBRARY CODE	***** ORDERING *****		**** CATALOGING ****		**** PROCESSING ****		* RELATED ACTS *		TOTAL \$
	\$	%	\$	%	\$	%	\$	%	
A	5,469	.70 18.5	7,120	2.61 24.1	5,131	1.26 17.4	11,821	40.0	29,541
B	4,319	1.77 21.1	4,864	2.05* 23.8	5,362	1.85 26.2	5,913	28.9L	20,458
C	3,833	.97 26.0	1,651L	.68L 11.2L	3,128	1.07 21.2	6,155	41.7	14,767
D	7,506	1.10 17.6	12,716*	2.03 29.7	6,730	1.44 15.7	15,816	37.0	42,768*
E	4,530	1.23 19.7	7,536	2.21 32.3	3,446	.44L 14.8	7,747	33.2	23,309
F	6,995	1.42 19.0	12,629	2.59 34.3	4,704	.73 12.8	12,439	33.9	36,827
G	1,808L	.60L 15.8	2,629	.69 23.0	3,084	.64 27.0H	3,836L	34.1	11,409L
H	7,804	.69 26.6	9,659	2.64 29.5	4,119	.87 14.1	8,728	29.8	29,306
I	2,580	1.23 15.5	4,537	1.38 27.2	3,214	2.14H 19.2	6,358	38.1	16,659
J	12,851	1.93 21.8	13,943	2.02 23.7	6,171*	.49 10.5L	25,555	44.1H	58,920
K	8,846	1.97 13.2L	18,994H	.94 28.4*	13,055H	.56 19.5	26,070H	38.9	66,955H
L	9,532	1.24 18.6*	15,678	1.81 30.6	9,719	1.31 18.9	16,336	31.9	51,315
M	11,615	1.72 20.5	14,294	1.90 25.3	9,871	1.03* 17.4	20,813	36.8	56,613
N	5,806	.63 13.5	15,737	2.76H 36.6H	7,932	1.07 18.4	13,542*	31.5	43,017
O	8,748	.83 18.3	15,221	2.41 31.9	6,496	.96 13.6	17,247	36.1	47,712
P	17,992H	5.37H 27.0	13,185	1.86 19.8	11,552	1.58 17.5*	23,814	35.8	66,663
Q	7,220*	.78 14.8	15,902	2.15 32.6	9,034	.97 18.6	16,821	34.0	48,837
R	10,341	1.08* 16.0	19,870	2.58 29.2	12,570	1.94 19.5	22,852	35.4*	64,633
S	4,998	1.28 30.4H	3,464	2.15 21.1	2,568L	.76 15.6	5,424	33.0	16,454
TOTAL	142,843		207,615		128,046		267,659		746,203

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TECHNICAL PROCESSING COST STUDY - 1972

PAGE 2

LIBRARY CODE	PROCESS REQUEST	TITLE ORDERED	TITLE RCVL	VOLUME RCVD	UNIT COST SUMMARY							VOLUME PROCESS	VOLUME BOUND	VOLUME PEND
					VOLUME ADDED	LC CATALOG	ORIG CATALOG	CARD SETS						
A	.29	.41	.07L	.20	.54	.87	8.16H	.85	.41	1.85		.54		
E	.54	.83	.48	.04L	.37	1.02	7.02	1.40	.45	NO U		.48		
C	.51	.46	.65	.53	.13	.25	1.35	.53	.54H	.88	2.26			
D	.52	.57	.63	.23	.50	.57	2.00	1.04	.40	1.22	1.84			
E	.67	.56	.40	.29	1.25H	.56	1.75	.17L	.27	.14	3.40H			
F	.70	.72	.86	.50	.97	.80	3.08	.53	.21	2.43	.64			
G	.26	.33L	.25	.24	.20	.21L	.47L	.44	.20	.42	.50			
H	.23L	.46	.50	.22	.74	.99	2.64	.60	.27	.68	.82			
I	.27	.95	.66	.39*	.05L	.56	3.74	1.80H	.34	.73	.37			
J	1.32	.61	.56	.16	.13	.75	3.85	.35	.14	.47	1.72			
K	.65	1.28H	.56	.50	.22	.25	5.67	.45	.12	3.23	.83			
L	.72	.52	.66	.25	.11	.86	3.42	1.10	.22	1.89	.38			
M	.69	1.03	1.02	.97	.17	.73	2.86	.94	.09L	.89	.79			
N	.23	.43	.55	.90	.17	1.95+	1.89	.71	.36	.83	.91			
O	.48	.35	.34	.50	.35	.88	4.64	.60	.36	NO UL	.25L			
F	4.63H	.74	1.94H	1.44H	.51	.55	1.95	1.22	.36	4.13	.26			
G	.35	.40	.48	.41	.32	.73*	2.98*	.70*	.28	.88*	.35			
R	.52*	.56*	1.31	.76	.33*	1.36	2.04	1.48	.46	NO U	.62*			
S	.60	.68	.62*	.37	1.20	.72	3.01	.48	.28*	25.41H	.50			

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PAGE 3

## TECHNICAL PROCESSING COST STUDY - 1972

## BIBLIOGRAPHIC SEARCH SUMMARY

LIBRARY CODE	* GENERAL SEARCH * \$	*** NUC SEARCH *** HRS	***** MCRS ***** \$	***** CARDSET ***** \$	***** TOTAL ***** HRS
A	1,950	629	537	NO D	3,166
B	1,462	466	489	NO D	2,466
C	1,502	590	NO D	2	1,910
D	3,818	1,283	562	NO D	4,982
E	1,824	463	313	NO D	2,826
F	3,775	1,255	531	NO D	7,093
G	355	125	NO D	NO D	1,503
H	1,923	811	78	NO D	2,917
I	1,057	531	NO D	3	1,765
J	4,955	1,437	1,349	NO D	9,202
K	4,712	1,429	29	231	7,213
L	3,346	925	NO D	NO D	4,975
M	7,464	2,512	NO D	NO D	8,545
N	4,515	1,180	4	NO D	5,561
O	4,341	1,389	9	NO D	6,023
P	8,273	2,980	NO D	NO D	10,006
Q	3,611	1,058	13	NO D	6,953
R	6,124	1,628	NO D	12	7,510
S	1,850	450	629	NO D	3,011
TOTAL \$	67,150	21,151	4,543	250	97,637
			1,701	33	30,943

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PAGE 4

PRODUCTION UNITS

LIBRARY CODE	PROCESS REQUEST (A)	TITLE ORDERED (B)	TITLE RCVD (C)	VOLUME RCVD (D)	VCL/COPY ADDED (E)	LC CATALCG (F)	ORIG CATALCG (G)	CARD SET PROC (H)	VOLUME PROCESS (I)	VOLUME REAC (J)	VOLUME BOUND (K)
A	5,327	6,726	71,138	24,334	1,423	2,776	300	3,521	5,213	1,361	302
B	2,363	2,526	26,656	2,882	578	2,635	130	2,412	4,428	760	0
C	4,543	3,290	2,476	3,014	836	2,626	186	1,409	4,444	588	151
D	5,956	7,690	8,761	23,472	2,739	4,526	2,857	3,796	6,996	840	894
E	3,730	3,671	6,243	8,492	630	6,214	221	0	7,778	182	1,215
F	6,009	3,891	4,770	8,269	1,009	6,207	590	5,722	8,136	1,591	486
G	4,207	2,698	5,870	6,208	523	4,365	808	3,733	7,156	876	211
H	18,631	7,490	5,360	12,187	1,336	2,706	1,332	3,683	7,079	1,587	1,178
I	5,076	1,252	3,305	5,541	2,423	2,855	475	757	3,702	845	586
J	6,392	7,207	13,650	47,834	11,352	5,127	1,469	10,433	17,886	1,138	3,441
K	6,723	3,275	5,753	10,973	9,727	21,955	1,236	20,471	33,346	2,549	1,099
L	8,243	6,906	8,406	21,806	17,553	6,942	1,192	6,010	14,400	2,744	1,414
M	16,699	4,147	6,264	5,599	6,241	6,055	1,563	6,150	47,764	1,465	1,747
N	14,508	6,082	5,697	5,954	4,618	1,722	4,041	5,890	10,388	1,974	1,207
O	11,615	9,121	19,111	13,058	4,494	5,608	1,053	5,369	9,095	931	0
P	2,446	9,056	4,992	6,922	3,446	6,475	1,991	6,688	9,635	4,755	890
Q	12,385	6,115	7,995	9,348	4,506	6,337	1,568	7,932	11,712	3,287	957
R	10,990	8,307	4,997	5,623	3,831	5,864	1,962	5,797	6,728	3,727	0
S	5,309	2,692	3,339	5,568	224	3,119	273	2,771	4,036	765	17
TOTAL	149,152	101,542	218,766	231,084	77,489	104,194	24,247	102,544	221,924	31,965	15,795



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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

PAGE 1

## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR A/ALL MEDIA

## COST(\$)/TIME(HRS)

	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
<b>I. ACQUIS</b>										
<b>A. PRELIM</b>										
1 MAIL	3	.75	229	59.00	1,014	327.00			1,246	386.75
2 REQUEST	47	10.50	112	26.00	6	2.00			165	38.50
5 TYPE	4	.75	81	19.25	524	182.75	53	31.50	668	234.25
6 OTHER	24	4.75			26	8.75			50	13.50
SUB-TOTAL	78	16.75	422	104.25	1,570	520.50	59	31.50	2,129	673.00
<b>B. ORDER</b>										
7 SEARCH	100	22.25	506	132.25	1,101	390.50	2	1.00	1,709	546.00
742 SEARCH			13	3.00	26	9.50			39	12.50
743 NUC					29	13.75			29	10.75
744 MCRS			13	3.00	47	17.00			60	20.00
745 CARDSET										
8 VENDOR	2	.50	54	12.75	61	21.75			117	35.00
10 TYPE PO			15	4.00	629	216.50	52	19.00	696	235.50
11 REVISE			160	37.25	4	1.50			164	38.75
12 SIGN	3	.50	44	11.50	41	14.50			88	26.50
13 FILE			137	25.25	322	115.25			429	140.50
14 ENCUMBER			100	35.50	140	48.50			276	84.00
15 OTHER	1	.25	35	9.25	243	75.50			273	85.00
SUB-TOTAL	100	23.50	1,083	273.75	2,643	921.25	54	20.00	3,886	1,238.50
<b>C. RECEIVE</b>										
16 UNPACK	11	2.50	72	19.00	227	73.75	49	27.25	359	122.50
18 ON ORDER	3	.75	1	.25	156	51.00	56	21.25	216	73.25
19 KARDEX					834	282.00	155	68.50	989	350.50
20 COLLATE										
21 RETURN	15	3.25	9	2.25	246	79.75			270	85.25
22 ACCESS	10	2.25	2	.50	2	.75			12	3.00
23 SOURCE	3	.50	66	15.75	62	22.50			5	1.00
24 GIFT	1	.25			364	110.00			129	38.50
25 DISTRI	35	7.25	23	6.00	7	2.75			343	117.25
26 RECEIPT			180	47.00	407	133.75	60	22.50	30	8.75
27 INVOICE	7	1.50	123	32.00	34	12.25			654	204.75
28 EXPENJ			74	18.75	585	320.25	372	161.00	157	44.25
29 OTHER	220	53.50	550	141.50	3,268	1,088.75	692	300.50	1,655	553.50
SUB-TOTAL	303	71.75							4,819	1,502.50
<b>D. POST CAT</b>										
30 CLEAR	2	.50	99	23.50	174	64.00	29	17.25	304	105.25
31 FILE			82	18.25	15	6.25	6	2.50	87	25.00
32 NOTIFY	20	3.25		.25	126	42.75	8	4.50	155	50.75
33 LIST			52	15.50	52	17.00			104	32.50
34 OTHER	20	4.25	5	1.25	371	133.00	43	24.25	25	5.50
SUB-TOTAL	42	3.00	219	58.75					675	219.00

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR A/ALL MEDIA

COST(\$)/TIME(HRS)

	PROF-SSIONAL #	HRS	LIBRARY ASSISTANT #	HRS	CLERICAL #	HRS	SILENT ASSISTANT #	HRS	\$	TOTAL \$	HRS
<b>I. ACQUIS</b>											
E. MISC											
35 REPORTS	297	57.25	367	104.25	361	21.25	11	6.50	1,036		285.25
36 CLAIMS			5	1.25	134	43.00			139		44.25
37 CANCEL			14	3.75	112	37.25			126		41.00
38 O.P.	15	3.50	1	.25	420	134.00			436		137.75
39 INQUIRY	16	3.00	217	03.75	293	36.75			526		163.50
40 OTHER			21	5.50	110	37.25			139		42.75
SUB-TOTAL	328	03.75	625	178.75	1,438	469.50	11	6.50	2,402		718.50
SUB-TOTAL	663	183.75	2,059	755.00	9,290	3,130.00	859	382.75	13,911		4,551.50
<b>II. CATALOG</b>											
F. PRE CAT											
41 SORT	4	.75	25	6.75	75	25.00	15	9.00	119		41.50
42 SEARCH	4	.75	8	2.00	127	40.50	18	9.50	157		56.75
43 NJC	507	07.75	140	42.75	201	70.75	2	1.00	650		182.25
44 MCPS	7	13.50	52	16.25	297	103.25	58	33.75	477		166.75
45 CARDSET											
46 OTHER	37	7.00	7	2.00	1	.25	4	2.00	49		11.25
SUB-TOTAL	422	89.75	232	69.75	701	245.75	97	55.25	1,452		469.50
<b>G. LC DATA</b>											
47 3RD CROS											
48 REC LC											
49 REC PS			2	.50	11	4.25	7	4.25	18		8.50
50 FILE							13	7.50	15		8.00
51 OTHER							11	6.25	11		6.25
SUB-TOTAL			2	.50	11	4.25	2	1.00	2		1.00
							33	13.00	46		23.75
<b>H. ADD C/V</b>											
52 ADD C/V	25	4.75	63	18.75	657	220.25			720		239.00
53 OTHER	25	4.75	63	18.75	24	8.50			49		12.25
SUB-TOTAL					681	228.75			769		252.25
<b>I. LC CAT</b>											
54 MATCH	12	2.25	11	6.00	11	3.75	6	3.25	50		15.25
55 CATALOG	1,255	259.75	680	216.50	19	6.75			1,964		463.00
55A SL CHK	51	10.25	95	30.00	1	.50			187		46.75
56 REVISE	53	9.75	47	14.75					100		24.50
57 OTHER	55	9.75	48	15.25	1	.25			104		25.25
SUB-TOTAL	1,470	277.75	897	282.50	32	11.25	6	3.25	2,405		574.75
<b>J. ORIG CAT</b>											
58 CATALOG	4,452	451.75							2,252		451.75
59 REVISE	40	0.25	12	3.00					58		11.25
60 SL CHK	60	13.00							66		13.00

## COST(8) / TIME(HRS)

5,316,265

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR A/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

	COST(\$ / TIME(HRS))						
	PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT	TOTAL		
	\$	\$	\$	\$	\$	\$	HRS
III. ADMIN							
N. ADMIN							
94 SUPERVIS	2,273	1,010	104	123	3,510		784.50
95 TRAIN	63	51	143		258		72.50
96 ON CAMP	772	188	223	1	983		236.25
97 OFF CAMP	64	26	5		95		22.75
98 PUB SERV	452	124	167		543		142.25
99 OTHER	153	67	1		227		52.75
SUB-TOTAL	3,565	1,466	643	124	5,622		1,311.00
SUB-TOTAL	3,565	1,466	643	124	5,622		1,311.00
TOTAL \$	5,387	7,770	15,405	2,606	35,168		10,521.25
HRS	1,832.50	2,145.75	5,210.75	1,329.25			

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR B/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY	COST(\$ / TIME(HRS))								TOTAL	
	PROFESSIONAL	LIBRARY	ASSISTANT	CLERICAL	HRS	STUDENT ASSISTANT	HRS	\$	HRS	
	\$	\$	HRS	\$		\$				
I. ACQUIS										
A. PRELIM										
1 MAIL	20	156	35.75	247	87.00	5	2.50	434	130.50	
2 REQUEST	171	115	28.00					286	63.50	
5 TYPE	21	5	1.25	92	28.50	49	26.50	167	60.25	
6 OTHER	79	2	.50					81	15.25	
SUB-TOTAL	297	278	65.50	339	115.50	54	29.00	968	269.50	
B. ORDER										
7 SEARCH	158	304	77.50	93	23.00	183	102.00	738	237.75	
742 SEARCH	59	90	22.25			167	94.75	316	131.75	
743 NUC	22	210	55.00	1	.25	100	53.75	333	114.25	
744 MCRS		8	2.00			297	167.50	305	169.50	
745 CARDSET										
8 VENDOR	82	376	92.00					458	112.50	
10 TYPE 00		120	29.75	502	162.25	28	13.75	650	205.75	
11 REVISE	3	37	10.00	89	27.50			129	38.00	
12 SIGN		2	.50	30	9.50			32	10.00	
13 FILE	13	49	13.00	452	151.00	1	.50	515	167.25	
14 ENCUMBER		3	.75	6	2.00			9	2.75	
15 OTHER	7		1.50			19	10.50	26	12.00	
SUB-TOTAL	344	1,199	302.75	1,173	381.50	795	442.75	3,511	1,201.50	
C. RECEIVE										
10 UNPACK	17	43	10.75	182	59.25	57	29.00	233	102.50	
18 ON ORDER	18	4	1.00	263	89.25	9	5.00	294	99.00	
19 KARDEX	7	520	117.75	420	148.25	32	16.50	579	284.00	
20 COLLATE				3	1.00	4	2.00	7	3.00	
21 RETURN		9	2.25	65	21.00		.25	74	23.50	
22 ACCESS	2			100	30.25			102	30.75	
23 SOURCE										
24 GIFT	30	2	.50	25	9.00	35	19.25	92	33.25	
25 DISTRIB				22	7.50	3	1.50	25	9.00	
26 RECEIPT				6	2.00			6	2.00	
27 INVOICE	7	82	20.25	221	72.25	3	1.25	313	95.50	
28 EXPEND					.50			2	.50	
29 OTHER						4	2.00	4	2.00	
SUB-TOTAL	81	600	152.50	1,309	440.25	147	76.75	2,197	685.00	
D. POST CAT										
30 CLEAR	55	8	2.00	7	2.25			170	30.50	
31 FILE										
32 NOTIFY				1	.50	17	8.00	18	8.50	
33 LIST										
34 OTHER										
SUB-TOTAL	55	8	2.00	8	2.75	17	8.00	188	35.00	

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR B/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY	COST(\$ / TIME(HRS))									
	PROFESSIONAL	LIBRARY	ASSISTANT	CLERICAL	HRS	STUDENT	ASSISTANT	TOTAL		HRS
	\$	\$	HRS	\$		\$	HRS	\$		
I. ACQUIS										
E. MISC										
35 REPORTS	134	41	21.00	165	53.50			380		53.25
36 CLAIMS	16	41	3.75	91	30.75			148		45.25
37 CANCEL		3	.75	25	8.25			28		9.00
38 O.P.	44	52	5.50	22	7.00	3	1.25	99		26.75
39 INQUIRY	87	268	16.75	172	58.50	21	12.25	548		153.00
40 OTHER		2		15	5.25	1	.50	18		6.25
SUB-TOTAL	255	447	47.00	490	163.25	25	14.00	1,221		133.50
SUB-TOTAL	1,136	2,592	222.75	3,319	1,103.25	1,038	570.50	8,385		2,528.50
II. CATALOG										
F. PRE CAT										
41 SORT	43	12	7.25	2.50	.50	74	40.75	130		51.00
42 SEARCH	64	27	10.25	7.25	13.25			127		30.75
43 NUL	51	7	7.75	1.75	36.00	35	19.25	182		64.75
44 MOPS		110		28.25	24.00			184		52.25
45 CAROSET										
46 OTHER	145	119	17.75	31.00	16.25			282		65.00
SUB-TOTAL	277	275	43.00	70.75	90.00	109	60.00	905		263.75
G. LC DATA										
47 ORD CRUS		8		2.00	11.00	7	3.50	49		16.50
48 REC LC		55		14.25	8.00	11	6.00	86		28.25
49 REC PS		6		1.25	.50			7		1.75
50 FILE	4		.75			5	3.00	9		3.75
51 OTHER										
SUB-TOTAL	4	65	.75	17.50	19.50	23	12.50	151		50.25
H. ADD C/V										
52 ADD C/V	56	84	11.00	21.25	23.75	4	2.00	215		58.00
53 OTHER										
SUB-TOTAL	56	84	11.00	21.25	23.75	4	2.00	215		58.00
I. LC CAT										
54 MATCH	12	14	2.50	3.75	23.75	1	.75	85		30.75
55 CATALOG	1,001	433	367.00	129.00	50.25	17	10.00	2,439		556.25
56A SL CHK	71	19	17.00	9.00		9	5.25	99		27.25
56 REVISE	57		10.50					57		10.50
57 OTHER										
SUB-TOTAL	1,094	522	337.00	137.75	74.00	27	16.00	2,680		524.75
J. ORIG CAT										
58 CATALOG	1,053	12	125.25	3.00	12.75	1	.25	744		141.25
59 REVISE	144	6	21.75	1.25	1.00			123		24.00
60 SL CHK	20	7	4.25	1.75	2.25			47		14.25

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR B/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

		COST(1) / TIME(HRS)					TOTAL	
		PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT		\$	HRS
		#	HRS	#	#	HRS		
II. CATALOG								
J. ORIGINAL								
61 OTHER								
SUB-TOTAL		227	121.25	61	1	.25	914	179.50
K. CARD PROC								
62 SCI CDS								
63 MASTER		41	4.25	81	1	.50	99	33.00
64 REV MSTR		25	4.25	724			809	289.75
65 MODIFY				16			141	35.75
66 REPRO				14			14	5.00
67 SORT				29			29	10.25
68 NO, A E				92			97	34.50
69 REV TYPE		66	-4.50	1,564			1,112	405.50
70 AUTH CD				101			416	109.50
71 X REF CD		1	.25	7			17	5.00
72 OTHER				25	3	1.50	383	107.50
SUB-TOTAL		223	23.25	25	4	2.00	265	62.25
L. END PROC							3,382	1,058.00
73 CIRCL CD								
74 UK PCNT								
75 SPINE								
76 FIX SLP								
77 FIX REV								
78 STAMP								
79 JACKET								
80 BINDERY		60	43.00	45	119	61.50	154	77.00
81 RENOVIG				24	8	4.00	32	13.75
82 REVISE				132	140	75.00	303	124.75
83 USTRIC		154	22.50	313	43	22.75	362	123.00
84 REMOVAL				47	11	5.00	209	59.75
85 OTHER				38			43	17.25
SUB-TOTAL		227	35.50	3	2	1.00	8	2.00
M. FILING							5	2.00
86 SERI SL								
87 FILE SL		2	.25	46	8	4.50	56	23.00
88 SERI SL		50	5.50	62			69	26.00
89 SERI CAT							55	11.00
90 FILE CAT				93	7	39.25	204	83.75
91 REV CAT		220	40.50	248		75.25	436	169.75
92 MAINTAIN		54	9.00	230	7	3.75	233	48.25
93 OTHER				21	22	10.25	43	17.25
SUB-TOTAL		300	92.25	700	257	133.80	1,431	482.75
SUB-TOTAL		3,727	727.50	4,515	1,109	633.25	12,379	3,786.75
TOTAL		4,955	943.75	3,227	3,605	1,203.75	20,464	6,115.25



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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR E/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

OPERATION FUNCTION ACTIVITY	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	1,066	240.75	300	72.75	16	5.00			1,882	318.50
95 TRAIN					30	10.50			30	10.50
96 ON CAMP	51	8.50	8	2.00	2	.75			61	11.25
97 OFF CAMP	82	13.50							82	13.50
98 PUB SERV	302	57.00			72	22.25			440	116.00
99 OTHER							66	36.75		
SUB-TOTAL	2,001	319.75	308	74.75	120	38.50	66	36.75	2,495	465.75
SUB-TOTAL	2,001	319.75	308	74.75	120	38.50	66	36.75	2,495	465.75
TOTAL \$	6,324	1,209.50	5,416	1,361.00	8,347	2,914.00	2,272	1,240.50	22,959	6,785.00

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR C/ALL MEDIA

ACTIVITY		COST(\$ / TIME(HRS))							
PROFESSIONAL \$	HRS	LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
		\$	HRS	\$	HRS	\$	HRS	\$	HRS
I. ACQUIS									
A. PRELIM									
1 MAIL	160	1	32.00	213	76.00	103	55.00	483	163.00
2 REQUEST	311		58.00	22	7.00	6	3.00	339	68.00
5 TYPE	27	21	5.50	118	43.50	31	17.25	197	72.75
6 OTHER	55	2	18.25	169	60.25	82	39.50	312	118.75
SUB-TOTAL	557	24	113.75	522	186.75	228	114.75	1,331	422.50
B. ORDER									
7 SEARCH	237	96	52.50	724	271.75	422	224.50	1,479	577.75
742 SEARCH									
743 WOC									
744 MGRS									
745 CAROUSET									
8 VENDOR	4		.75					4	.75
10 TYPE PO	65	223	15.25	330	122.25	60	26.50	684	236.00
11 REVISE	75		12.75	13	4.25			88	17.00
12 SIGN	45		8.25	25	9.00	4	2.50	78	13.75
13 FILE	8	3	2.50	31	12.00	172	86.25	220	103.50
14 ENCUMBER	15	111	3.50	18	6.75			144	49.00
15 OTHER	10		1.75			2	1.50	12	3.25
SUB-TOTAL	463	445	97.25	1,141	425.00	660	341.25	2,703	1,303.00
C. RECEIVE									
10 UNPACK	34		8.25	116	41.50			150	49.75
18 ON ORDER	30		7.00	169	63.75			199	67.75
19 KARDEX	50		8.50	14	3.50	83	40.75	143	52.75
20 COLLATE				12	4.25	8	4.00	20	8.25
21 RETURN	110		19.00	44	15.25			154	34.25
22 ACCESS									
23 SOURCE									
24 GIFT	53		9.50	20	7.00			73	16.50
25 DISTRIB	7		1.25	10	3.75			17	5.00
26 RECEIPT	20		3.25					20	3.25
27 INVOICE	61	36	14.25	318	112.75	2	1.00	417	137.25
28 EXPEND	60	76	10.00	17	6.25			153	39.50
29 OTHER	18		4.25	180	62.50	60	35.75	258	102.50
SUB-TOTAL	443	112	83.25	896	317.50	153	81.50	1,604	516.75
D. POST CAT									
30 CLEAR									
31 FILE									
32 NOTIFY	20		3.50	5	1.50	6	3.00	6	3.00
33 LIST						16	7.50	16	7.50
34 OTHER						17	8.25	42	13.25
SUB-TOTAL	20		3.50	5	1.50	39	18.75	64	23.75

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR C/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY	COST(\$ / TIME(HRS)					
	PROFESSIONAL \$	LIBRARY ASSISTANT HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	TOTAL \$
	HRS				HRS	HRS
I. ACQUIS						
E. MISC						
35 REPORTS	223	48.50	302	104.75	199	93.25
36 CLAIMS	16	3.25	88	31.00	21	11.75
37 CANCEL	25	4.25	47	17.25	16	6.50
38 O.P.	33	5.50	9	2.75		
39 INQUIRY	76	13.25	11	3.75	5	1.75
40 OTHER	4	.75			17	10.00
SUB-TOTAL	377	75.50	457	159.50	258	123.25
SUB-TOTAL	1,860	373.25	3,621	1,090.25	1,338	679.50
II. CATALOG						
F. PRE CAT						
41 SORT	28	6.75	64	23.75	8	3.75
42 SEARCH	1	.25			18	10.75
43 NUC	11	2.25	85	29.00	311	176.25
44 MGRS						
45 CARDS						
46 OTHER						
SUB-TOTAL	39	9.25	155	54.75	337	190.75
G. LC DATA						
47 ORU CRDS						
48 REC LC			75	28.00		
49 REC PS			30	11.00		
50 FILE						
51 OTHER						
SUB-TOTAL			105	39.00		
H. ADD C/V						
52 ADD C/V						
53 OTHER			111	38.25		
SUB-TOTAL			111	38.25		
I. LC CAT						
54 MATCH						
55 CATALOG			12	4.25	8	4.00
56 SL CHK			484	175.50	61	34.75
56 REVISE						
57 OTHER			72	24.75	15	8.00
SUB-TOTAL			568	204.50	84	46.75
J. ORIG CAT						
58 CATALOG	231	53.25				
59 REVISE						
60 SL CHK	20	4.75				

## TECHNICAL PROCESSING COST STUDY - 1372

## ACTIVITY DETAIL FOR C/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

OPERATION FUNCTION ACTIVITY	COST(\$)/ TIME(HRS)					
	PROFESSIONAL \$	LIBRARY ASSISTANT \$	CLERICAL \$	STUDENT ASSISTANT \$	TOTAL \$	HRS
II. CATALOG						
J. ORIG CAT						
61 OTHER						
SUB-TOTAL	251	58.00			251	58.00
K. CRD PROC						
62 SET CDS	10	2.25				
63 MASTER			23	54		
64 REV MSTR			116		87	40.00
65 MODIFY			6		116	42.00
66 REPRO					6	2.25
67 SORT			1			
68 NO. A-Z			17		33	14.50
69 REV TYPE			351		37	16.00
70 AUTH CD			78	19	370	131.25
71 X REF CD			18		78	26.50
72 OTHER				4	18	6.00
SUB-TOTAL	1	2.25	610	129	749	261.50
L. END PROC						
73 CIRC CD			288		288	98.75
74 BK PKCT			276		276	94.25
75 SOINE			403	79	562	210.25
76 FIX SLP			31	72	103	52.75
77 FIX REV			6		6	2.00
78 STAMP			31	108	139	71.25
79 JACKET			15	32	47	23.50
80 BINDERY			11	102	133	69.75
81 MENDING	20	4.75				
82 REVISE	49	11.50				
83 DISTRIB	710	162.75	202	1,028	1,326	668.50
84 WORKAL			13	18	333	244.00
85 OTHER			2	348	361	172.50
SUB-TOTAL	782	179.00	7	2	25	1.75
			1,614	1,807	4,203	1,721.25
M. FILING						
86 SORT SL				48	48	22.50
87 FILE SL			11	50	50	22.00
88 REV SL				2	13	5.00
89 SORT CAT				228	228	113.25
90 FILE CAT			31	416	450	201.50
91 REV CAT				15	35	12.00
92 MAINTAIN				109	403	159.75
93 OTHER				40	41	20.00
SUB-TOTAL	10	20.25	1	508	1,268	592.00
SUB-TOTAL	1,193	274.75	244	3,265	7,870	3,196.00
TOTAL	3,053	670	6,426	4,603	14,765	5,951.05

## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR C/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY	COST(\$ / TIME(HRS)									
	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	598	112.50	32	1.00	144	50.25	5	1.75	779	174.50
95 TRAIN	32	7.25	13	4.25	94	33.75	9	5.25	148	50.50
96 ON CAMP	80	16.75	10	3.00	16	5.25	5	2.00	117	27.00
97 OFF CAMP										
98 PUB SERV	570	116.00			21	6.75	60	33.25	651	156.00
99 OTHER	42	7.00			7	2.50	2	.75	51	10.25
SUB-TOTAL	1,328	259.50	55	17.25	282	98.50	81	43.00	1,746	418.25
SUB-TOTAL	1,328	259.50	55	17.25	282	98.50	81	43.00	1,746	418.25
TOTAL \$	4,386		731		6,710		4,684		16,511	
HRS		907.50		228.30		2,382.75		2,443.75		5,368.30

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR D/ALL MEDIA

## COST(\$)/TIME(HRS)

	PROFESSIONAL \$	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
I. ACQUIS									
A. PRELIM									
1 MAIL	296	266	64.50	731	246.00	281	146.25	1,574	504.25
2 REQUEST	87					9	4.75	36	24.75
5 TYPE	2			58	20.25	15	8.00	75	28.75
6 OTHER	25			1	.50	38	21.75	64	27.25
SUB-TOTAL	410	266	64.50	790	267.75	543	186.75	1,809	565.00
B. ORDER									
7 SEARCH	314	223	56.25	1,506	691.00	308	157.75	2,751	567.75
742 SEARCH				45	18.75			49	18.75
743 NUC									
744 MCRS		93	29.50					93	29.50
745 CARDSET									
8 VENDOR	234	7	1.75	115	40.50			353	79.75
10 TYPE PO		111	28.50	1,600	560.25	95	53.50	1,806	542.25
11 REVISE	23			63	21.25			92	26.00
12 SIGN	4			46	15.00	1	.50	51	16.25
13 FILE		21	5.50	313	107.75	296	161.50	630	274.75
14 ENCUMBER		11	2.75	184	63.25	1	.50	196	66.50
15 OTHER	278	13	3.00	2	.50	27	15.25	320	84.75
SUB-TOTAL	856	479	127.25	4,278	1,518.25	728	389.00	6,341	2,216.25
U. RECEIVE									
16 UNPACK				45	16.00	172	94.75	221	110.75
18 ON ORDER	7	274	77.25	1,126	404.00	43	23.75	1,450	499.50
19 KARDX	65	7	1.50	1,055	548.75	39	19.75	1,766	581.75
20 COLLATE	5					2	1.00	7	2.00
21 RETURN		11	2.50	236	86.75	36	19.50	293	118.75
22 ACCESS	3			14	5.25	37	20.75	54	26.50
23 SOURCE		13	4.00	35	11.00	1	.75	49	15.75
24 GIFT		1	.25	4	1.25	47	27.25	125	45.75
25 DISTRIB	73			5	1.50	1	.75	16	4.50
26 RECEIPT	10			366	131.75			497	155.25
27 INVOICE	57	220	9.25	448	151.25			671	210.25
28 EXPEND	3			112	38.00			294	119.75
29 OTHER	51	23	5.75	2	.50	129	71.00	52	9.00
SUB-TOTAL	303	603	157.00	4,072	1,396.00	507	279.25	5,485	1,389.50
J. POST CAT									
30 CLEAR		3	2.00	12	3.50			21	5.50
31 FILE				17	5.25			17	5.25
32 NOTIFY				7	2.50	12	5.50	19	6.00
33 LIST		257	58.00	115	39.00			372	97.00
34 OTHER	16					2	1.00	20	5.00
SUB-TOTAL	14	266	60.00	151	50.25	14	6.50	449	121.75

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR O/ALL MEDIA

## COST(\$)/TIME(HRS)

OPERATION  
FUNCTION  
ACTIVITY

	PROFESSIONAL #	HRS	LIBRARY ASSISTANT #	HRS	CLERICAL #	HRS	STUDENT ASSISTANT #	HRS	\$	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	341	61.00	177	46.25	250	75.50	12	6.25	780	193.00
36 CLAIMS			51	15.00	662	217.50			713	232.50
37 CANCEL					44	13.75	4	2.00	48	15.75
38 O.P.	13	3.00	4	1.00	61	15.50	93	45.00	171	88.50
39 INQUIRY	60	11.75	304	78.50	370	124.50	28	15.00	762	229.75
40 OTHER	21	3.50			11	3.75	28	15.75	60	23.00
SUB-TOTAL	435	79.25	536	140.75	1,398	458.50	165	84.00	2,534	782.50
SUB-TOTAL	2,022	391.25	2,150	549.50	10,689	3,683.75	1,757	939.50	16,618	5,564.00
II. CATALOGS										
F. PRE CAT										
41 SORT	24	4.00	675	163.75	8	2.50	142	72.00	849	242.25
42 SEARCH	151	20.75	367	99.25	375	120.00	54	30.00	947	276.00
43 NUC	2	.25	483	139.25	73	27.00	44	22.00	602	188.50
44 MGRS			303	31.75	7	2.75	160	80.75	470	175.25
45 CARDSET										
46 OTHER	11	2.00	59	18.00	2	.50			72	20.50
SUB-TOTAL	188	33.00	1,887	512.00	465	152.75	400	204.75	2,940	902.50
G. LC DATA										
47 ORD CROS					6	2.25			6	2.25
48 REG LC	26	4.25	5	3.00					35	7.25
49 REC PS										
50 FILE			41	12.75			38	20.50	79	33.25
51 OTHER	7	1.25							7	1.25
SUB-TOTAL	33	5.50	50	15.75	6	2.25	38	20.50	127	44.00
H. ADD C/V										
52 ADD C/V	72	12.75	1,127	287.75	57	20.75	102	56.25	1,358	377.50
53 OTHER										
SUB-TOTAL	72	12.75	1,127	287.75	57	20.75	102	56.25	1,358	377.50
I. LC CAT										
54 MATCH	4	.75	41	13.00					45	13.75
55 CATALOG	129	25.25	1,642	436.50	21	6.75	35	20.00	1,927	488.50
55A SL CHK	1	.25	343	33.75			8	4.25	358	58.25
56 REVISE	111	21.50	162	36.25	25	8.50	19	10.00	317	76.25
57 OTHER	17	3.50	5	1.50			2	.75	24	5.75
SUB-TOTAL	206	51.25	2,199	561.00	46	15.25	64	35.00	2,571	582.50
J. ORIG CAT										
58 CATALOG	4,627	87.50	487	121.50			9	5.00	5,123	398.00
59 REVISE	210	39.50	30	6.75	31	12.00	4	2.00	281	60.25
60 SL CHK	138	25.50	18	4.75			65	34.00	221	64.25



## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR D/ALL MEDIA

## ACTIVITY

OPERATION FUNCTION	COST(\$)/TIME(HRS)					
	PROFESSIONAL \$	LIBRARY ASSISTANT \$	CLERICAL \$	STUDENT ASSISTANT \$	TOTAL \$	TOTAL HRS
II. CATALOG						
5. ORIG CAT						
61 OTHER						
SUB-TOTAL	4,581	535	31	98	5,723	51.50
				176		1,174.00
K. CRD PRJCT						
62 SET CUS						
63 MASTER						
64 REV MSTR						
65 MODIFY						
66 REPRO						
67 SORT						
68 NO. A-Z						
69 REV TYPE						
70 AUTH CD						
71 X REF CD						
72 OTHER						
SUB-TOTAL	133	563	3,031	23	3,950	1,165.75
				211		14.00
L. END PRJCT						
73 CIRC CD						
74 BK PKT						
75 SPINE						
76 FIX SLP						
77 FIX REV						
78 STAMP						
79 JACKET						
80 BINDER						
81 MENDING						
82 REVISE						
83 DISTRIB						
84 REMOVAL						
85 OTHER						
SUB-TOTAL	177	420	3,239	1,850	5,686	2,193.25
				276		164.50
M. FILING						
86 SORT SL						
87 FILE SL						
88 REV SL						
89 SORT CAT						
90 FILE CAT						
91 REV CAT						
92 MAINTAIN						
93 OTHER						
SUB-TOTAL	1,158	114	1,682	849	3,798	1,243.75
	7,010	1,033.00	4,557	3,605	26,153	7,389.25
SUB-TOTAL	5,022	3,031	19,246	5,442	42,771	13,551.25
TOTAL \$						
TOTAL HRS						

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TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR D/ALL MEDIA

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OPERATION  
FUNCTION  
ACTIVITY

COST(\$)/TIME(HRS)

	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	1,232	237.00	663	165.50	135	45.25	28	15.50	2,058	463.25
95 TRAIN	259	50.25	222	50.50	33	12.75	38	20.50	552	140.00
96 ON CAMP	1,000	170.25	264	61.50	20	7.50	1	.50	1,286	233.75
97 OFF CAMP										
98 PUB SERV	2	.25			3	1.00			5	1.25
99 OTHER	76	15.75		1.25					81	17.00
SUB-TOTAL	2,570	473.50	1,154	284.75	191	66.50	67	36.50	3,982	861.25
SUB-TOTAL	2,570	473.50	1,154	284.75	191	66.50	67	36.50	3,982	861.25
TOTAL \$	1,100	2,159.25	1,100	2,159.25	19,437	6,759.75	5,509	2,828.25	46,753	14,414.50

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR E/ALL MEDIA

## COST(\$ / TIME(HRS))

	PROFESSIONAL \$	LIBRARY ASSISTANT HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS	TOTAL \$	HRS
I. ACQUIS								
A. PRELIM								
1 MAIL	20	5.00						
2 REQUEST	22	4.50						
5 TYPE	103	19.50						
6 OTHER	0	1.00						
SUB-TOTAL	164	30.00						
B. ORDER								
7 SEARCH	314	65.50						
742 SEARCH	51	59.75						
743 NUC	62	10.50						
744 MCRS								
745 CARJSET								
8 VENDOR	401	69.00						
10 TYPE PO								
11 REVISE	2	.50						
12 SIGN	2	.25						
13 FILE	43	7.25						
14 ENCUMBER								
15 OTHER								
SUB-TOTAL	1,175	212.75						
C. RECEIVE								
16 UNPACK	89	15.75						
18 ON ORDER	5	1.00						
19 KARDEX								
20 COLLATE								
21 RETURN								
22 ACCESS								
23 SOURCE								
24 GIFT	1	.25						
25 JLISTRIE								
26 RECEIPT	6	1.25						
27 INVOICE	163	33.25						
28 EXPEND								
29 OTHER								
SUB-TOTAL	204	51.50						
D. POST CAT								
30 CLEAR	2	4.25						
31 FILE								
32 NOTIFY	7	1.50						
33 LIST	5	2.00						
34 OTHER								
SUB-TOTAL	30	7.75						

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR E/ALL MEDIA

## COST(\$)/TIME(HRS)

PROF=SSIONAL	LIBRARY	ASSISTANT	CLERICAL	STUDENT ASSISTANT	TOTAL	
\$	\$	HRS	\$	\$	\$	HRS
I. ACQUIS						
E. MISC						
35 REPORTS	170	33.00	203	126.50	742	214.50
36 CLAIMS	5	1.50	5		14	2.75
37 CANCEL	1	.25	1	.25	2	
38 O.P.	11	2.25			11	2.25
39 INQUIRY	38	7.75	44	12.75	94	23.75
40 OTHER	12	2.75			12	2.75
SUB-TOTAL	241	47.50	414	133.50	875	246.50
SUB-TOTAL	1,080	343.50	3,104	1,013.50	8,497	2,535.75
II. CATALOG						
F. PRE CAT						
41 SORT	3	.50			22	6.75
42 SEARCH	127	24.25	3	1.00	204	55.75
43 NUC	45	12.50	18	6.25	207	55.00
44 MCKS	30	10.25	100	35.00	304	114.25
45 CARDS/ET						
46 OTHER	7	2.00			7	2.00
SUB-TOTAL	215	47.50	121	42.25	744	275.75
G. LC DATA						
47 ORU CROS	593	112.75	72	25.75	698	154.00
48 REC LC	122	32.00	98	35.50	292	104.00
49 REC OS	2	.25			56	15.25
50 FILE						
51 OTHER	16	4.00			18	4.75
SUB-TOTAL	595	113.00	170	61.25	1,064	278.00
H. ADD C/V						
52 ADD C/V	113	25.75			676	188.75
53 OTHER	42	11.00			111	30.00
SUB-TOTAL	145	36.75			787	218.75
I. LC CAT						
54 MATCH	3	.75			243	51.75
55 CATALOG	322	135.00	15	5.25	2,895	138.00
56A SL CHK	19	4.50	1,330	462.50	177	55.25
56 REVISE	42	7.00	97	33.00	42	7.00
57 OTHER					146	40.00
SUB-TOTAL	589	217.25	1,442	510.75	3,503	1,032.00
J. ORIG CAT						
58 CATALOG	1,252	236.75	10	3.75	1,346	301.75
59 REVISE	11	2.00			11	2.00
60 SL CHK	1	.25	17	6.00	33	12.50

## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR E/ALL MEDIA

## COST(\$)/TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL #	PROFESSIONAL HRS	LIBRARY ASSISTANT #	LIBRARY ASSISTANT HRS	CLERICAL #	CLERICAL HRS	STUDENT ASSISTANT #	STUDENT ASSISTANT HRS	\$	TOTAL HRS
<b>L. CATALOG</b>										
J. ORIG CAT										
61 OTHER	4	1.00	16	4.50			2	1.00		6.50
SUB-TOTAL	1,360	300.00	41	12.00	27	5.75	2	1.00	1,438	122.75
<b>K. CRJ PROC</b>										
62 SET CDS										
63 MASTER?	22	3.25	12	4.00	1	.50			1	.50
64 REV MSIR	114	13.25			536	186.25	10	4.50	580	152.00
65 REJIFY					8	2.75			122	22.00
66 REPRO					90	31.75			90	31.75
67 SORT					6	2.00			6	2.00
68 NO, A C										
69 REV TYPE	181	30.75			67	25.50	222	111.50	289	137.00
70 AUTH CU	24	5.25	6	1.50			2	.75	192	40.00
71 X REF CD									32	7.50
72 OTHER			1	.25					1	.25
SUB-TOTAL	341	64.50	30	9.00	706	248.75	234	116.75	1,313	435.00
<b>L. ENJ PROC</b>										
73 CIRC CU										
74 BK PKCT			1	.25	454	160.75	8	4.00	463	165.00
75 SPIRE			2	.50	161	57.75	6	2.75	167	60.50
76 FIX SLP			1	.25	348	124.00	337	164.25	687	284.75
77 FLX RLV					21	7.75	149	70.50	171	78.50
78 STAMP							2	1.00	2	1.00
79 JACKET					40	14.50	103	51.25	143	63.75
80 BINDER	24	5.00			8	3.00	19	8.50	27	11.50
81 MEMOIR					127	45.00	12	6.00	171	58.25
82 REVISE	30	0.75	42	13.25	282	103.50	295	142.50	619	255.25
83 DISINF	8	1.25			416	150.50			449	187.25
84 WOPAL	2	.50	1	.25	6	2.00			14	5.25
85 OTHER							4	1.75	5	.75
SUB-TOTAL	67	13.50	95	10.75	1,483	676.00	535	452.50	2,547	1,118.75
<b>M. FILMS</b>										
86 SORT SL	3	.75								
87 FILE SL	18	4.25	120	31.75	8	2.75	15	8.50	140	43.75
88 REV SL	1	1.75	66	18.00	180	63.75			270	88.00
89 SORT CAT	31	8.50							10	1.75
90 FILE CAT	57	16.25	101	44.25	460	97.00	133	65.25	536	219.00
91 REV CAT	90	32.00	310	87.50	456	175.25	148	68.10	976	329.00
92 MAINAIN	70	19.25	8	2.25	2	1.00			169	54.25
93 OTHER	23	11.75	43	11.50	349	123.75	201	95.25	609	249.75
SUB-TOTAL	400	110.50	600	130.00	800	288.25	1	.75	197	54.75
SUB-TOTAL	400	110.50	600	130.00	800	288.25	1	.75	197	54.75
<b>TOTAL</b>	5,340	1,200.50	4,373	1,329.25	3,797	1,302.00	2,547	1,710.25	23,113	7,124.00

## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR E/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

COST(D) / TIME(HRS)									
PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
III. ADMIN									
W. ADMIN									
94 SUPERVIS	714	132.75	318	84.25	73	25.50		1,105	242.75
95 TRAIN	376	83.25		.25	3	3.25	.25	386	86.75
96 ON CAMP	677	138.25	60	16.00	54	18.50		791	170.75
97 OFF CAMP	40	8.75			5	1.50		51	10.25
98 PUB SERV	700	130.25	30	8.00	5	1.50		741	137.75
99 OTHER	417	75.75	119	30.75	40	13.50	1.00	578	121.00
SUB-TOTAL	2,936	569.00	528	137.25	186	63.75	1.25	3,652	771.25
SUB-TOTAL	2,936	569.00	528	137.25	186	63.75	1.25	3,652	771.25
TOTAL \$	8,920		5,507		8,923		3,547	26,965	
TOTAL HRS	1,709.50		1,466.50		3,087.75		1,711.50	8,055.25	

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR FALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

COST (\$ / TIME (HRS)									
ACTIVITY	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL
	#	HRS	#	HRS	#	HRS	#	HRS	
I. ACQUIS									
A. PRELIM									
1 MAIL	5	1.00	80	19.75	584	193.25	37	21.00	706
2 REQUEST	225	30.75	13	3.25	3	1.00			241
3 TYPE	1	.25	54	15.00	56	18.75	1	.50	112
6 OTHER			4	4.00	6	2.00	53	33.50	63
SUB-TOTAL	231	38.00	151	39.00	649	219.00	91	52.00	1,122
B. ORDER									
7 SEARCH	330	81.50	340	93.75	1,465	528.00	450	254.00	2,677
742 SEARCH									
743 NOC	77	34.00	151	45.00	542	199.25	34	1.50	3
744 MRS	29	0.00	16	5.00	115	40.75	26	13.75	904
745 CARDSET									185
8 VENDOR	46	22.00	47	11.50					153
10 TYPE 90	460	141.00			337	113.50	3	1.50	253.00
11 REVISE	15	2.50	6	1.50	171	61.00			806
12 SIGN			2	.50	36	13.00			192
13 FILE			1	.25	385	130.00	242	135.75	40
14 ENCUMBER					603	193.50			628
15 OTHER					3	1.00	14	8.00	268.00
SUB-TOTAL	722	140.00	1,129	298.50	3,675	1,277.00	778	432.50	6,208
C. RECEIVE									
16 UNPACK			4	1.00	145	45.25	226	129.00	375
16 ON ORDER			23	5.75	100	46.00	88	47.50	249
19 KARDEX			21	5.00	302	103.25	557	322.25	960
20 COLLATE									
21 RETURN			2	.50	75	25.00	14	8.00	33
22 ACCESS			50	13.75	47	17.00	245	142.75	294
23 SOURCE					237	79.00	111	60.25	404
24 GIFT					72	24.50	115	63.25	187
25 DISTRIB					44	14.50			44
26 RECEIPT					218	33.75	114	66.00	332
27 INVOICE			148	30.00	86	262.50	180	93.00	1,134
28 EXPEND					110	35.25			110
29 OTHER					13	4.75	8	4.75	21
SUB-TOTAL			254	52.00	2,121	744.75	1,658	546.75	4,123
D. POST OUT									
30 CLEAR									
31 FILE					2	.50	46	26.50	46
32 NOTIFY					7	2.25	44	25.25	51
33 LIST			22	5.50			59	58.50	121
34 OTHER							24	14.00	24
SUB-TOTAL			22	5.50		2.75	257	150.25	348





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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

PAGE 3

## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR FALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

		COST(\$)/TIME(HRS)									
		PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT						
		\$	HRS	\$	HRS	\$	HRS	\$	HRS		
										TOTAL	HRS
II. CATALOG											
J. ORIG CAT											
61 OTHER											
SUB-TOTAL		4,776	435.75	261	92.25	3,146				684.25	
K. CRO PROC											
62 SET CDS											
63 MASTER											
64 REV MSTR											
65 MODIFY											
66 REPRO											
67 SORT											
68 NO. A											
69 REV TYPE											
70 AUTH CD											
71 X REF CD											
72 OTHER											
SUB-TOTAL		720	240.00	765	274.50	3,009				358.75	
L. ENG PROC											
73 CIRC CD											
74 BK PKT											
75 SPINE											
76 FIX SLP											
77 FIX REV											
78 STAMP											
79 JACKET											
80 BINDERY											
81 MENDIAS											
82 REVISE											
83 DISTRIB											
84 REMOVAL											
85 OTHER											
SUB-TOTAL		220	27.50	2,390	641.50	3,576				1,350.50	
M. FILING											
86 SORT SL											
87 FILE SL											
88 REV SL											
89 SORT CAT											
90 FILE CAT											
91 REV CAT											
92 MATERIAL											
93 OT.											
SUB-TOTAL		1,000	214.00	1,335	450.00	3,557				35,410	
SUB-TOTAL		5,125	4,027.25	7,806	2,500.00	23,574				1,370.50	
TOTAL		5,125	4,027.25	7,806	2,500.00	23,574				1,370.50	

ACTIVITY DETAIL FOR FALL MEDIA

ACTIVITY	COST(\$ / TIME(HRS)					
	PROFESSIONAL \$	LIBRARY ASSISTANT HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	TOTAL \$
III. ADMIN						
N. ADMIN						
94 SUPERVIS	2,600	387.25	145	45.75		3,150
95 TRAIN		38				10.50
96 ON CAMP	510	25.75	32	10.25		424
97 OFF CAMP		5	3	1.00		2.50
98 PUB SERV	157	36.75	25	7.50		192
99 OTHER	11	2.50		.25		40.75
SUB-TOTAL	2,697	482.25	206	64.75		3,268
SUE-TOTAL	2,697	482.25	206	64.75		3,268
TOTAL \$	11,500	8,450	14,715	5,074.25	5,597	40,684
TOTAL HRS		2,306.00			3,146.00	12,736.00

CALIFORNIA STATE UNIVERSITY AND COLLEGS  
TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR G/ALL MEDIA

ACTIVITY DETAIL FOR G/ALL MEDIA										
COST(\$ / TIME(HRS))										
	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	#	HRS	#	HRS	#	HRS	#	HRS	\$	HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	5	1.00	40	14.50	145	47.00	35	13.00	233	81.50
2 REQUEST	50	3.50			32	9.00			82	18.50
5 TYPE							6	3.50	6	3.50
6 OTHER	55	1.05	2	.50	185	70.00	19	7.00	206	77.50
SUB-TOTAL			50	15.00	362	126.00	60	23.50	527	181.00
B. ORDER										
7 SEARCH			602	53.75	57	19.00	84	45.00	343	117.75
742 SEARCH			1	.25					1	.25
743 NUC			411	110.25			65	35.50	476	145.75
744 MCRS										
745 CARDSET										
8 VENDOR	6	1.00	12	3.25					18	4.25
10 TYPE PO			119	31.00	51	17.00	9	5.00	179	53.00
11 REVISE			1	.25					1	.25
12 SIGN	15	3.00	22	5.00					41	8.00
13 FILE			45	28.50	3	1.00	31	16.00	153	49.50
14 ENCUMBER			22	20.75					92	26.75
15 OTHER			70	20.25			23	12.75	101	33.00
SUB-TOTAL	25	4.00	1,063	273.25	121	37.00	112	14.25	1,411	428.50
C. RELIEVE										
16 UNPACK	45	10.75	11	3.25	206	63.20			225	117.25
18 ON ORDER	5	1.25	4	1.25	130	37.00			134	38.50
19 ORDER	1	.50	10	3.00	135	39.00	47	25.00	194	74.75
20 LABEL										
21 LABEL	1	.50	5	.75	20	54.50			25	14.75
22 ADDRESS										
23 SOURCE										
24 CITY			9	2.50	5	1.50			14	3.50
25 STATE					20	21.75			20	6.25
26 RECEIPT										
27 INVOICE	5	1.25	600	24.50					255	30.00
28 EXPEND			17	34.25					177	60.50
29 OTHER			1	.25					1	.25
SUB-TOTAL	64	14.00	102	104.75	149	42.25	47	25.25	343	92.25
D. POST CAT										
30 CLEAR										
31 FILE					27	8.25			27	8.25
32 NOTIFY										
33 LIST										
34 OTHER										
SUB-TOTAL					27	8.25			27	8.25

CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR G/ALL MEDIA

PAGE 2

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY	PROFESSIONAL				COST(\$)/ TIME(HRS)				STUDENT ASSISTANT		TOTAL	
	#	HRS	LIBRARY ASSISTANT	CLERICAL	HRS	\$	HRS	\$	HRS	\$	HRS	\$
I. ACQUIS												
E. MISC												
35 REPORTS	275	04.25	19	6.50					556		121.00	
36 CLAIMS	3	.75	26	8.25					32		9.75	
37 CANCEL	67	15.00							68		15.25	
38 O.P.	1	.25							1		.25	
39 INQUIRY	3	.75							5		1.25	
40 OTHER			41	11.75					41		11.75	
SUB-TOTAL	299	80.75	86	26.50					703		159.25	
SUB-TOTAL	413	473.75	1,486	462.00					319	169.50	4,131	1,185.75
II. CATALOG												
F. PRE CAT												
41 SORT	7	1.50	32	10.50					95	50.25	236	84.75
42 SEARCH	4	1.25	4	1.50					8	4.00	16	6.75
43 NUC	2	.50	84	27.50							68	185.00
44 MCRS												
45 CARDSET												
46 OTHER	5	1.00	120	39.50					104	94.25	320	276.50
SUB-TOTAL												
G. LC DATA												
47 DRD C/US	1	.25	18	5.50					19	.75	5.75	
48 REC LC	10	4.50	12	4.25					2	.75	30	9.50
49 REC PS	41	3.00	12	4.50					135	92.75	218	100.25
50 FILE			39	14.50					5	2.50	44	17.00
51 OTHER	1	.25	81	28.75					202	96.00	311	132.50
SUB-TOTAL												
H. ADD C/V												
52 ADD C/V	2	.50	31	11.00					91		24.50	
53 OTHER	2	.50	15	4.25					15		4.25	
SUB-TOTAL			46	15.25					106		28.75	
I. LC CAT												
54 MATCH	11	2.50	69	29.25					101		32.50	
55 CATALOG	302	70.25	153	50.25					466		123.00	
56A SL CHK	111	25.50	8	3.00					5	2.50	124	31.00
56 REVISE	1	.25	2	.75					221		46.75	
57 OTHER	12	2.75	252	83.25					5	2.50	312	236.25
SUB-TOTAL												
J. ORIG CAT												
58 CATALOG	145	33.00	171	40.00					315		73.00	
59 REVISE	2	.50	2	.75					7		1.75	
60 SL CHK	1	.50	37	8.50					48		12.25	

2003/3/72

## CALIFORNIA STATE UNIVERSITY AND COLLEGES

PAGE 3

## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR G/ALL MEDIA

## ACTIVITY

## COST(\$ / TIME(HRS))

OPERATION FUNCTION ACTIVITY	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	158	1.00	209	49.25	9	3.25			376	1.00
SUB-TOTAL		35.50								88.00
K. CRJ PROC										
62 SET UJS			1	1.25	26	8.50			27	8.75
63 MASTER			268	72.50	456	153.75			724	228.25
64 REV MSTR			10	2.25	40	12.25			50	14.50
65 MODIFY			10	4.50	21	7.25			37	11.75
66 REPRO					136	68.50	70	38.00	266	104.50
67 SORT			0	2.50	60	24.00	38	20.50	106	42.00
68 NO. A-Z			69	20.25	151	51.00	27	14.50	247	85.75
69 REV TYPE			121	28.25	16	5.00			137	33.25
70 AUTH DU					13	4.50			13	4.50
71 X REF CD			37	11.75	3	1.00			40	12.75
72 OTHER					12	3.50			12	3.50
SUB-TOTAL			530	142.25	934	333.25	135	73.00	1,659	548.50
L. END PRJC										
73 CIRC DU			65	18.75	163	55.75			228	74.50
74 BK PKAT			74	60.00	158	54.25	1	.25	233	74.50
75 SPINE			213	60.25	34	11.25	288	150.00	532	221.50
76 FIX SLP			39	11.00			86	45.25	125	56.25
77 FIX REV			3	.75					3	.75
78 STAMP			20	5.75	66	23.25	73	38.75	159	67.75
79 JACKET							1	.25	1	.25
80 BINDERY			71	21.75	9	3.00	8	4.50	88	29.25
81 MENDING			147	42.00	69	22.75	224	115.50	440	180.25
82 REVIS			105	30.00	25	8.25			130	38.25
83 DISTRI			58	16.50	8	2.50			66	19.00
84 WORKAL			1	.25					2	.50
85 OTHER		.25	9	3.00					16	5.00
SUB-TOTAL			802	230.00	539	183.00	681	354.50	2,023	767.75
M. FILING										
86 SORT SL			2	0.25	51	15.75			71	22.00
87 FILE SL			7	2.25	81	23.00			88	31.25
88 REV SL			3	.75	2	.50			5	1.25
89 SOFT CAT			10	3.00	223	70.25	10	5.50	243	78.75
90 FILE CAT			44	14.00	319	103.75			363	114.75
91 REV CAT			25	8.00	14	5.00	1	.50	41	13.75
92 MAINTAIN			55	12.25	05	21.00	25	13.00	151	45.50
93 OTHER					6	2.00			6	2.00
SUB-TOTAL			104	40.50	761	246.25	36	19.00	968	313.25
SUB-TOTAL			3,120	817.00	2,800	932.50	1,103	595.25	7,275	2,351.50
TOTAL			3,033	1,233.75	4,126	1,334.50	1,482	768.75	11,406	3,577.25

10/03/74

CALIFORNIA STATE UNIVERSITY AND COLLEGES

PAGE 4

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR G/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

		COST (\$ / TIME (HRS))				STUDENT ASSISTANT		TOTAL	
		PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	HRS	\$	HRS	\$	HRS
		\$	\$	\$					
III. ADMIN									
A. ADMIN									
94 SUPERVIS	21	40.00	134	10	3.00				354
95 TRAIN	11	1.50		3	1.00				13
96 ON CAMP	200	33.50	34		7.75				234
97 OFF CAMP	103	17.50	40	15	5.00				164
98 PUB SERV	37	0.00							37
99 OTHER				1	.25				1
SUB-TOTAL	500	100.50	214	29	9.25				903
SUB-TOTAL	560	100.50	214	29	9.25				803
TOTAL \$	1,103		5,247	4,317	1,433.75	1,482	768.75	12,209	3,740.00

CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR M/ALL MEDIA

PAGE 1

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY	COST(S) / TIME(HRS)									
	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	20	20.75	183	52.75			12	6.75	315	76.25
2 REQUEST	1,048	27.75							1,848	276.75
5 TYPE	37	7.00	36	10.25			169	98.00		115.25
6 OTHER	25	5.00	75	22.25			105	62.50	213	89.75
SUB-TOTAL	1,034	299.50	298	85.25			286	167.25	2,418	552.00
B. ORDER										
7 SEARCH	100	27.25	155	52.50			171	100.75	432	170.50
742 SEARCH	120	18.00	320	138.75			734	432.00	1,174	558.75
743 MCR	85	9.50	465	174.75			29	12.75	555	137.00
744 MCRS			78	30.00					78	30.00
745 CARDSET										
8 VENDOR	500	119.50	40	11.25					600	130.75
10 TYPE PD	115	22.00	1,106	362.00			11	5.50	1,296	383.50
11 REVISE	2	.25	32	9.25					34	9.50
12 SIGN	88	12.25	11	3.50					99	15.75
13 FILE	28	9.25	520	164.25			43	24.00	591	193.50
14 ENCUMBER			164	44.50					164	44.50
15 OTHER	18	3.50	235	67.25			76	45.50	329	116.25
SUB-TOTAL	1,100	277.50	3,100	1,022.00			1,060	620.50	5,352	1,856.00
C. RECEIVE										
16 UNPACK	35	7.25	347	115.75			1	.50	387	123.50
18 ON ORDER	33	0.50	224	67.25			9	4.50	266	78.25
19 KARDX	33	0.25	423	150.25					456	158.50
20 COLLATE	24	4.25	12	4.25			56	30.00	89	38.50
21 RETURN	110	18.00	57	18.50					173	36.50
22 ADDRESS										
23 SOURCE	10	2.50	33	11.50					46	14.00
24 GIFT			12	4.00			4	2.50	16	6.50
25 DIST-15	22	4.25	455	146.50					481	150.75
26 RECEIPT			4	1.00					4	1.00
27 INVOICE	20	3.25	464	149.00			70	39.25	584	188.50
28 EXPEND	8	1.50	143	37.50			13	7.25	164	46.25
29 OTHER			5	1.50			10	5.25	15	5.75
SUB-TOTAL	335	59.75	2,103	698.00			163	89.25	2,681	347.00
D. POST OUT										
30 CLEAR	44	0.75			51	15.25	47	25.50	145	52.25
31 FILE	5	1.00			11	3.25	12	7.25	28	11.50
32 NOTIFY					37	14.00			37	14.00
33 LIST	74	10.25					6	3.25	60	13.50
34 OTHER							3	1.75	3	1.75
SUB-TOTAL	123	10.00	99	30.50			68	37.75	293	63.00



CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR H/ALL MEDIA

PAGE 2

OPERATION  
FUNCTION  
ACTIVITY

COST(\$)/TIME(HRS)						
PROFESSIONAL #	LIBRARY ASSISTANT #	CLERICAL #	STUDENT ASSISTANT #	\$	TOTAL \$	HRS
I. ACQUIS						
C. MISC						
350	41	217	30	64.75	638	144.00
35		208	2	92.75	313	101.75
37		21	9	5.75	35	11.75
38					4	.75
39		23		8.25	396	65.00
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CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING CCST STUDY - 1972  
ACTIVITY DETAIL FOR H/ALL MEDIA

OPERATION FUNCTION ACTIVITY	ACTIVITY DETAIL FOR H/ALL MEDIA					TOTAL HRS
	PROFESSIONAL #	LIBRARY ASSISTANT #	CLERICAL \$	STUDENT ASSISTANT \$	COST(\$)/TIME(HRS)	
<b>II. CATALOG</b>						
J. ORIG CAT						
61 OTHER		25				25
SUB-TOTAL	3,432	80				3,512
<b>K. CIRC PROC</b>						
62 SER CDS	3		9			12
63 MASTER	51		156			309
64 REV MSTR			273			273
65 MODIFY	6		269			295
66 REPRO			21			51
67 SORT			37			56
68 NO, A E	32		718			750
69 REV TYPE	33		156			208
70 AUTH JU	16		34			54
71 X REF CD	1		87			88
72 OTHER			104			104
SUB-TOTAL	244	19	1,808	49		2,200
<b>L. END PROC</b>						
73 CIRC SU	22		4			68
74 BK PCKT	33		286			348
75 SPINE			376			643
76 FIX SLP			147			431
77 FIX REV			47			47
78 STAMP			32			218
79 JACKET			647			804
80 BINDERY	47		1,136			1,301
81 MENDING	56		4			55
82 REVISE	51					278.25
83 DISTRI						495.25
84 REPAIR	13					11.75
85 OTHER						2.75
SUB-TOTAL	282	10	2,783	54		4,039
<b>M. FILING</b>						
86 SORT SL	44		23			44
87 FILE SL	1		1			54
88 REV SL	19		37			38
89 SORT CAT	60		431			260
90 FILE CAT	21		515			582
91 REV CAT	21		440			461
92 MAINTAIN	129		610			792
93 OTHER						13.75
SUB-TOTAL	234	57	1,857	26		52
SUB-TOTAL	6,176	2,100	7,428	138		2,283
<b>TOTAL \$</b>	10,552	2,144	13,723	1,472		17,179
<b>TOTAL HRS</b>	1,358.50	510.75	4,456.00	3,090		25,308
						8,521.50

10/23/72

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TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY DETAIL FOR H/ALL MEDIA

COST(\$ / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
III. ADMIN										
W. ADMIN										
94 SUPERVIS	1,290	234.75	4	1.00	31	8.50			1,631	244.25
95 TRAIN					42	11.50			42	11.50
96 ON CAMP	41	67.25	32	0.25	1	.25			444	75.75
97 OFF CAMP	17	3.50			5	1.50			22	5.00
98 PJC SERV										
99 OTHER	527	80.00	17	4.50	105	31.50			649	116.00
SUB-TOTAL	2,551	385.50	53	13.75	184	53.25			2,788	452.50
SUB-TOTAL	2,551	385.50	53	13.75	184	53.25			2,788	452.50
TOTAL \$	1,290	2,324.00	2,197	524.50	13,967	4,505.25	3,090	1,720.25	32,096	5,074.00

11/3/72

## TECHNICAL PROCESSING COST STUDY - 11/72

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR I/ALL MEDIA

## COST(\$ / TIME(HRS))

OPERATION FUNCTION ACTIVITY	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	25	3.50	88	23.00	350	123.75	8	5.00	461	155.25
2 REQUEST	157	30.25	21	5.25					178	41.50
5 TYPE					101	34.25	37	55.25	198	89.50
6 OTHER										
SUB-TOTAL	172	39.75	109	28.25	451	158.00	105	60.25	837	286.25
B. ORDER										
7 SEARCH	3	.75	40	12.75	167	58.75	795	428.75	1,011	501.00
742 SEARCH										
743 NUG										
744 MURS										
745 CARUSET										
8 VENDOR	100	23.00	12	3.00					112	26.00
10. TYPE 20	2	3.50	169	55.50					181	59.00
11 REVISE	34	8.00					2	1.00	36	9.00
12 SIGN	21	5.00	7	2.00	6	2.00			34	9.00
13 FILE			30	8.50	179	59.75	64	32.75	273	101.00
14 CNUMBER			172	48.75					172	48.75
15 OTHER										
SUB-TOTAL	150	36.75	279	78.50	521	176.00	861	462.50	1,819	753.75
C. RECEIVE										
16 UNPACK			34	9.75	54	18.00	156	80.00	244	107.75
18 ON ORDER			17	5.00			62	32.00	79	37.00
19 KARDEX			56	10.00	120	38.00			176	54.00
20 COLLATE					11	4.00			11	4.00
21 RETURN			38	11.00					38	11.00
22 ACCESS			103	30.75			198	85.25	307	116.00
23 SOURCE					24	7.75			24	7.75
24 GIFT			27	6.75	46	16.75			269	130.50
25 DISTRI			9	2.50	53	18.00	196	117.00	127	58.00
26 RECEIPT			152	44.00	24	9.00	65	37.50	176	93.00
27 INVOICE			200	79.75			87	37.75	380	120.00
28 EXPENJ	13	2.50	259	85.75					293	85.75
29 OTHER			43	14.00			2	1.00	51	15.00
SUB-TOTAL	15	2.50	1,377	353.25	332	111.50	766	380.50	2,181	799.75
D. POST CMT										
30 CLEAR			8	2.25	57	19.75	35	19.25	100	41.25
31 FILE			23	8.25	6	2.00	14	8.00	49	18.25
32 NOTIFY			1	.25	7	2.25			13	4.25
33 LIST	2	1.75							73	15.00
34 OTHER	79	15.00							200	67.00
SUB-TOTAL	84	16.75	56	14.00	144	53.00	49	27.25	441	145.75

10/03/72

## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR I/ALL MEDIA

## CCST(\$ / TIME(HRS))

	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
I. ACQUIS										
C. MISC										
35 REPORTS	3	.75	310	84.50	134	49.25	9	4.50	456	135.00
36 CLAIMS			116	31.75	199	72.50			315	104.25
37 CANCEL	4	1.00	18	5.00					22	6.00
38 O.P.	30	7.75	12	3.50					44	11.25
39 INQUIRY	6	1.50			40	13.50			46	15.00
40 OTHER			25	6.50					25	6.50
SUB-TOTAL	45	11.00	481	131.25	373	135.25	9	4.50	908	282.00
SUB-TOTAL	470	136.75	2,033	568.00	1,891	657.75	1,790	935.00	6,186	2,267.50
II. CATALOG										
F. PRE CAT										
41 SORT	2	.50			7	2.25	60	31.75	69	34.50
42 SEARCH	9	2.50					3	2.00	12	4.50
43 NUC	62	14.25			136	67.25	405	211.00	663	292.50
44 MGRS										
45 CARDSET							5	3.00	5	3.00
46 OTHER	24	6.00			42	15.50	7	4.00	73	25.50
SUB-TOTAL	97	23.25			245	85.00	480	251.75	822	360.00
G. LC DATA										
47 ORIG CARD										
48 REC LC	27	7.50			33	12.75	71	31.00	131	49.25
49 REL PS	14	3.75			38	13.50	41	22.75	93	40.00
50 FILE										
51 OTHER							3	2.00	3	2.00
SUB-TOTAL	41	11.25			71	24.25	115	55.75	227	91.25
H. ADD C/V										
52 ADD C/V										
53 OTHER	64	16.75			48	17.50	2	1.00	114	35.25
SUB-TOTAL	64	16.75			48	17.50	2	1.00	114	35.25
I. LC CAT										
54 MATCH										
55 CATALOG	100	30.00	1,052	269.75	2	4.25	21	12.75	165	57.50
56 JL CAT	15	3.50	8	2.25	80	23.50	60	32.75	1,360	323.50
57 REVERSE			21	5.75	6	2.25	13	6.00	89	40.75
58 OTHER	4	1.00			5	2.00	2	1.00	39	12.75
SUB-TOTAL	147	34.75	1,080	314.25	103	34.00	96	52.50	1,594	433.50
J. INFO CAT										
59 CATALOG	1,114	22.00	240	57.00	31	10.75			1,391	269.25
60 REVERSE	35	8.75							43	18.75
61 SL CAT	211	40.50	75	18.75					286	99.25

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR I/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

## COST (\$ ) / TIME (HRS)

	PROFESSIONAL #	HRS	LIBRARY ASSISTANT #	HRS	CLERICAL #	HRS	STUDENT ASSISTANT #	HRS	\$	TOTAL \$	HRS
I. CATALOG											
J. ORIG CAT											
K. OTHER											
SUB-TOTAL	1,424	280.75	321	75.75	31	10.75			1,776		387.25
K. ORD PROC											
L. SET OPS	52	10.50			1,167	425.75			1,213		444.25
M. MASTER	23	0.25	60	15.00	178	62.25	1	.25	270		81.75
N. REV MSTR					177	64.50	5	2.25	182		66.75
O. MODIFY					5	1.75			5		1.75
P. REPRO					33	12.50	9	3.75	42		16.25
Q. SORT					12	4.25	6	2.50	18		6.75
R. NO. A E					3	1.25			3		1.25
S. REV TYPE					125	46.75	46	20.00	171		66.75
T. AJH CD	7	2.50			9	3.00			16		5.50
U. X REF CD	0	2.25			5	1.75			11		4.00
V. OTHER											
SUB-TOTAL	83	31.50	60	15.00	1,714	623.75	67	28.75	1,937		695.00
L. END PROC											
M. CIRC CD	13	0.50			208	74.25			319		115.50
N. PKT	12	4.25	30	8.50	181	64.50	55	26.25	277		99.25
O. SPINE					244	86.50	46	22.50	478		159.75
P. FIX SLP					21	7.75	234	110.25	82		37.50
Q. FIX REV					3	1.00	61	29.75	3		1.00
R. STAMP					23	8.25	11	5.25	34		13.50
S. JACKET											
T. BINDERY					317	113.33			461		160.50
U. MENDING	30	0.25	30	8.25	150	53.00	58	25.25	312		129.75
V. REWISC					16	5.25	1	.50	17		5.75
W. DISTRIB					126	43.00	2	1.00	128		41.00
X. WRAHAL	3	.75	5	1.50	9	3.25	1	.25	18		5.75
Y. OTHER									66		21.50
SUB-TOTAL	30	11.50	157	49.00	1,230	456.75	667	320.50	2,135		337.75
M. FILING											
N. SORT SL					3	1.25			23		11.00
O. FILE SL									93		24.00
P. REV SL					359	134.75	53	26.50	464		179.75
Q. SORT CAT	52	10.50	6	2.00	86	30.75	328	162.50	420		155.25
R. FILE CAT	27	9.50	209	48.00	111	78.75			447		136.25
S. REV CAT	40	0.50	249	50.50	37	14.00	61	32.60	393		111.00
T. MAINTAIN											
U. OTHER											
SUB-TOTAL	120	30.50	553	130.50	696	253.50	462	230.75	1,836		557.25
SUB-TOTAL	1,517	335.00	2,054	835.75	4,806	1,515.50	1,889	941.00	10,516		3,487.25
TOTAL \$	2,263	511.75	4,027	1,263.75	9,097	2,173.25	3,479	1,876.00	16,492		5,754.75

## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR I/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

		COST(\$ / TIME(HRS)					TOTAL	
OPERATION FUNCTION ACTIVITY	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	STUDENT ASSISTANT \$	HRS	\$
III. ADMIN								
N. ADMIN								
94 SUPERVIS	7.00	143.00	771	200.25	386	131.00		1,857
95 TRAIN			43	10.50				43
96 ON CAMP	109	39.75	74	18.50				263
97 OFF CAMP	92	18.50	43	10.50				135
98 PUB SERV	167	37.75	175	44.50	58	18.75	24	424
99 OTHER							12.75	
SUB-TOTAL	41.48	239.00	1,106	284.25	444	149.75	24	2,722
SUB-TOTAL	1,146	239.00	1,106	284.25	444	149.75	24	2,722
TOTAL \$	3,437	740.75	5,733	1,488.00	8,541	3,703	1,866.75	19,414
					2,323.00			6,440.50

10/03/72

## CALIFORNIA STATE UNIVERSITY AND COLLEGES

PAGE 1

## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR J/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

## COST(\$)/TIME(HRS)

	PROF=SSIGNAL #	LIBRARY ASSISTANT #	CLERICAL #	STUDENT ASSISTANT #	\$	TOTAL HRS
I. ACQUIS						
A. PRELIM						
1 MAIL	88	637	657	454	1,806	618.50
2 REQUEST	430	150.25	71		1,354	304.75
3 TYPE	8	204.00	54	37	118	46.75
6 OTHER		4.50		27	106	33.00
SUB-TOTAL	532	1,052	782	518	3,384	1,103.00
B. ORDER						
7 SEARCH	472	91.25	550	128	4,064	1,175.00
742 SEARCH		672.00	73		304	85.25
743 NUC	285	59.25	1,131	9	2,155	664.25
744 MURS	1	73.00	65		339	93.50
745 CARDSET						
8 VENDOR	40	167.50	88		766	206.50
10 TYPE PO	8	45.25	501	231	926	321.75
11 REVISE	1	9.50	5	1	40	12.25
12 SIGN		1.25	92		97	29.25
13 FILE	13	178.25	446	165	1,295	423.50
14 ENCUMBER		63.25	55	59	375	115.50
15 OTHER		73.25	28		301	82.75
SUB-TOTAL	620	1,538.75	3,440	593	10,662	3,209.50
C. RECEIVE						
16 UNPACK						
18 ON ORDER	201	51.50	279	240	720	266.50
19 KAPOEX	121	28.25	44	140	305	124.25
20 COLLATE	97	22.75	738	744	2,399	905.00
21 RETURN	35	22.25	1	53	143	54.25
22 ACCESS	60	15.00	184	1	245	75.25
23 SOURCE	12	3.50	79	1	92	31.25
24 GIFT	106	29.50	318	107	531	207.25
25 DISTRI	23	5.50	70	48	144	57.00
26 RECEIPT	303	68.75	862	226	1,391	477.00
27 INVOICE				10	10	5.75
28 EXPEND	310	72.25	700	65	1,135	355.25
29 OTHER	75	15.25	46	96	321	117.25
SUB-TOTAL	73	1,075	3,430	1,762	7,648	2,756.50
D. POST CAT						
30 CLEAR						
31 FILE	76	19.50	4	109	189	61.50
32 NOTIFY	8	2.25	42	24	74	31.75
33 LIST	1	.25			1	.25
34 OTHER	2	.50	4	6	12	5.75
SUB-TOTAL	87	22.50	52	139	278	121.00



CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR J/ALL MEDIA

PAGE 2

OPERATION  
FUNCTION  
ACTIVITY

		COST(\$ / TIME(HRS)									
		PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
		\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
<b>I. ACQUIS</b>											
<b>C. MISC</b>											
35 REPORTS	1,067	290.50		1,091	280.75	2,744	834.75	137	80.75	5,639	1,452.75
36 CLAIMS				156	38.00	198	65.00	36	21.00	390	124.00
37 CANCEL				118	29.00	81	23.25	6	3.75	205	56.00
38 O.P.				4	1.00	10	3.50	3	2.00	17	6.50
39 INQUIRY	4	1.00		623	148.25	449	144.00	52	31.50	1,128	324.75
40 OTHER	12	2.00		180	45.50	233	75.75	65	38.50	496	161.75
SUB-TOTAL	1,083	299.50		2,178	542.50	3,715	1,146.25	299	177.50	7,875	2,169.75
SUB-TOTAL	3,219	574.15		12,064	3,048.75	11,419	3,730.00	3,311	1,333.50	29,847	9,256.75
<b>II. CATALOG</b>											
<b>F. PRE CAT</b>											
41 SORT				109	23.00	285	93.50	45	27.25	430	143.75
42 SEARCH	114	18.75		427	103.00	7	2.50	53	31.50	598	161.75
43 NUC	102	20.25		377	100.75	178	55.25	51	29.75	708	210.00
44 MOPS				79	20.75	698	235.00	233	138.75	1,010	354.50
45 CARDS ET											
46 OTHER						15	3.25	20	11.75	30	15.00
SUB-TOTAL	213	59.00		983	253.50	1,178	393.50	402	239.00	2,776	925.00
<b>G. LC DATA</b>											
47 ORG CDS				43	11.75	8	2.25	50	29.75	101	43.75
48 REC LC				13	3.50	51	17.00	23	13.50	87	34.00
49 REL PS											
50 FILE											
51 OTHER				20	15.25	59	19.25	15	9.25	15	9.25
SUB-TOTAL								12	7.00	12	7.00
								100	59.50	215	94.00
<b>H. ADD C/V</b>											
52 ADD C/V	39	6.75		885	232.25	421	130.75	117	69.75	1,462	429.50
53 OTHER						6	2.00	2	1.00	8	3.00
SUB-TOTAL	39	6.75		885	232.25	427	132.75	119	71.75	1,470	442.50
<b>I. LC CAT</b>											
54 MATCH				200	55.75	108	34.00	82	49.00	390	138.75
55 CATALOG	41	6.00		1,594	535.25	500	314.75	24	14.25	2,927	972.25
56 SL C/NK				241	60.75	71	23.00	38	22.75	350	112.50
56 REVISE	64	14.00		85	24.00			1	.50	150	38.50
57 OTHER	8	1.50						2	1.25	10	2.75
SUB-TOTAL	110	23.25		2,420	681.75	1,147	371.75	147	87.75	3,833	1,164.75
<b>J. ORIG CAT</b>											
58 CATALOG	4,463	838.25		54	135.00	216	57.25			5,171	1,138.50
59 REVISE	105	2.25		11	2.50			1	.75	177	35.50
60 SL C/NK	81	1.75		230	58.25			4	2.50	301	72.50

## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR J/ALL MEDIA

## ACTIVITY

## COST(\$ / TIME(HRS))

OPERATION FUNCTION	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS	\$	TOTAL HRS
11. CATALOG										
J. ORIG CAT										
e1 OTHER										
SUB-TOTAL	4,085	880.25	749	195.75	266	67.25	5	3.25	5,649	1,146.50
K. CRD PROC										
e2 SET CDS			53	14.00	107	35.75	333	199.00	493	248.75
e3 MASTER			58	24.25	711	242.00	233	138.25	1,042	404.50
e4 REV MSIR	22	2.25	17	4.75	312	88.25	1	.50	342	35.75
e5 MODIFY			39	9.25	68	22.00	87	51.00	194	82.25
e6 REPRO			37	9.50	184	64.00	25	12.00	246	85.50
e7 SORT			144	36.25	44	15.00	41	23.50	195	69.75
e8 NO. A E			75	18.25	106	34.00	73	43.50	248	35.75
e9 REV TYPE			261	68.25	132	41.75	9	5.50	402	115.50
70 AJTH CD			11	3.00			45	27.00	56	30.00
71 X REF CD			25	7.00	25	8.50	9	5.10	59	21.50
72 OTHER			15	4.10	378	136.25	25	14.00	418	154.25
SUB-TOTAL	12	2.25	745	193.50	2,057	687.50	881	519.25	3,695	1,412.50
L. END PROC										
73 CIRC CD			59	10.50			8	4.50	8	4.50
74 BK PKAT			76	21.50	45	15.75	4	2.25	63	18.75
75 SPINE			23	5.75	8	3.00	479	275.00	591	312.25
76 FIX SLP							344	200.25	372	209.00
77 FIX REV							61	34.10	61	34.00
78 STAMP			44	11.50	55	19.25	202	118.25	301	149.00
79 JACKET							1	.50	1	.50
80 BINDERY			910	241.25	197	61.75	489	280.50	1,602	583.50
81 MENDING			26	7.00	1,366	435.00	561	324.00	1,953	766.00
82 REVISE	72	17.75	560	125.50	291	110.25	12	6.50	935	258.00
83 DISIRIR	10	4.00	164	36.75			6	3.25	188	44.00
84 MOPAWAL			45	13.75	26	3.50	2	1.25	77	24.50
85 OTHER	10	2.00	124	28.00				6.50	146	36.50
SUB-TOTAL	100	21.75	2,038	507.50	1,988	654.50	2,172	1,256.75	6,298	2,446.50
M. FILMS										
e6 SOUT SL			43	11.00			74	44.00	117	55.00
e7 FILE SL	5	1.00	79	21.25	12	4.75	63	37.25	159	64.25
e8 REV SL	71	13.25	50	13.75	7	2.00			128	25.00
e9 SOUT CAT			110	30.00	23	5.00	211	126.50	344	165.50
90 FILE CAT	60	12.25	113	31.00	531	154.75	386	226.25	1,098	464.25
91 REV CAT	310	38.75	108	36.25	203	68.50	59	33.75	712	197.25
92 MAINTAIN	705	187.25	788	239.25	752	254.00	169	101.25	2,474	751.75
93 OTHER	5	.75	51	8.00	45	18.25	22	13.25	107	40.25
SUB-TOTAL	1,400	275.25	1,352	360.00	1,577	551.25	904	582.25	5,139	1,767.25
SUB-TOTAL	6,298	1,240.75	9,034	2,440.00	8,639	2,877.75	4,610	2,818.50	29,075	9,183.00
TOTAL 5	5,200	1,000.25	11,200	5,440.75	20,056	6,577.75	3,111	4,752.00	58,622	18,533.75

ACTIVITY DETAIL FOR J/ALL MEDIA								
		COST(1) / TIME(HRS)						
ACTIVITY	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS
ADMIN								
ADMIN								
SUPERVIS	1,637	321.25	1,129	270.50	162	45.25		
TRAIN	105	17.25	65	15.00	17	5.25		
ON CAMP	2,755	485.75	137	34.25	54	15.25	5	2.75
OFF CAMP	240	42.50	35	8.00	5	1.50		
PUB SERV	1,491	204.00	1,114	239.00	76	21.75	4	2.25
OTHER	831	158.50	9	2.00				
TOTAL	7,333	1,306.25	2,389	574.75	314	89.00	9	5.00
TOTAL	7,333	1,306.25	2,389	574.75	314	89.00	9	5.00
L 5	16,208		23,627		20,372		3,130	
HRS		3,127.00		0,063.50		0,066.75		4,757.00

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ACTIVITY DETAIL FOR K/ALL MEDIA

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OPERATION  
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ACTIVITY

		COST(\$)/ TIME(HRS)							
OPERATION FUNCTION ACTIVITY	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS	TOTAL \$
I. ACQUIS									
A. PRIN									
1 MAIL	95	26.75	23	9.75	427	145.25	340	185.25	285
2 REQUEST	160	25.25	45	13.50	125	38.50			334
3 TYPE	141	27.75	58	10.25	127	46.50	70	35.50	396
4 OTHER									
SUB-TOTAL	396	89.75	126	33.50	683	230.25	410	220.75	1,615
B. ORDER									
7 SEARCH	1,135	251.50	448	117.50	1,092	451.00	589	294.00	3,264
742 SEARCH									
743 MGS			144	43.50	500	187.00			644
744 MGS									
745 MGS									
8 VENDOR	115	20.75	11	3.25	11	3.50			141
9 TYPE PU	9	4.75			1,362	472.50	99	47.50	1,470
11 REVISE	14	4.00	20	4.00	274	85.00			305
12 SIGN					31	3.50			31
13 FILE	63	12.00	6	1.75	638	215.00	46	23.75	759
14 ENCUMTER	10	2.00			290	82.75			300
15 OTHER	434	20.00			30	11.00			164
SUB-TOTAL	1,467	310.00	629	169.50	4,228	1,467.25	734	365.25	7,078
C. RECEIVE									
16 UNPACK	457	28.50			146	50.50	335	189.50	638
18 ON ORDER					181	64.50	57	31.50	238
19 KARDEX	32	0.25	337	43.50	1,040	366.25	44	26.00	1,453
20 COLLATE	6	1.00					29	15.00	35
21 RETURN	6	1.25			185	65.50	90	45.75	285
22 ACCESS							16	8.50	16
23 SOURCE					127	42.50	152	77.25	279
24 GIFT	45	32.25	24	7.50	8	2.50	60	44.50	245
25 DISCARD								25.00	68
26 RECEIPT	58	7.75					33	16.00	58
27 INVOICE	115	20.50			1,535	518.00			1,687
28 EXPEND					470	137.25			470
29 OTHER	5	1.00						.25	5
SUB-TOTAL	528	49.50	361	100.50	3,656	1,251.00	892	482.75	5,477
D. POST CAT									
30 CLEAR									
31 FILE	21	0.00	60	18.00	44	15.00	8	4.75	133
32 NOTIFY							2	1.00	2
33 LIST	35	0.00	63	18.75	154	48.00	9	4.50	226
34 OTHER					97	36.50			132
SUB-TOTAL	56	0.00	123	36.75	295	99.50	19	10.25	493

1,152.75

45.75

1.00

71.25

42.50

154.50

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR KALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY	COST(\$)/TIME(HRS)								
	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	
I. ACQUIS									
E. MISC									
35 REPORTS	476	33.00	354	95.25	966	313.75	25	13.50	
36 CLAIMS	168	30.25			464	154.00	151	90.50	
37 CANCEL	6	1.25	7	2.25	192	69.75			
38 O.P.			9	2.75					
39 INQUIRY	541	170.25	15	4.50	488	171.00	8	3.75	
40 OTHER	101	19.75					1	.25	
SUB-TOTAL	1,042	320.50	385	104.75	2,110	699.50	225	108.00	
SUB-TOTAL	4,123	810.75	1,624	447.50	11,012	3,747.25	2,280	1,187.00	
II. CATALOG									
F. PRE CAT									
41 SORT	37	13.25	152	43.50	1	.50	4	1.75	
42 SEARCH	1,105	251.25	56	15.25	159	55.25	37	21.25	
43 NUC	1,342	260.50	41	11.50	245	77.00	8	4.75	
44 MGRS			29	8.50					
45 CARDSET	23	8.50	142	40.50	66	25.25	23	8.50	
46 OTHER	80	16.25			6	2.00	231	72.25	
SUB-TOTAL	2,051	559.75	420	113.25	437	164.00	49	27.75	
G. LC DATA									
47 ORD ORDS									
48 REC LC			1	.25					
49 REL PS					17	7.00	97	45.25	
50 FILE							201	93.75	
51 OTHER							441	253.75	
SUB-TOTAL			1	.25	17	7.00	739	398.75	
H. ADD O/V									
52 ADD O/V	922	160.25	161	51.00	974	345.00	44	24.25	
53 OTHER					33	10.75			
SUB-TOTAL	922	160.25	161	51.00	1,007	315.75	44	24.25	
I. LC CAT									
54 MATCH	31	6.50	32	10.75	34	11.50	6	3.00	
55 CATALOG	56	120.75	231	59.50	4,441	1,660.50			
56 SL CHK.	23	4.50			10	6.00			
57 REVISE	23	4.25	79	19.50	7	2.50			
58 OTHER	50	7.25			4	1.50			
SUB-TOTAL	673	159.25	345	89.75	4,501	1,682.00	6	3.00	
J. ORIG CAT									
59 ORIG CAT	5,072	1,197.50	25	9.25	124	47.75			
60 REVISE	80	36.00			6	.75			
61 SL CHK	934	100.25	5	1.25	30	10.75	37	21.50	

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR K/ALL MEDIA

OPERATION  
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ACTIVITY

		COST(\$)/TIME(HRS)											
		PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT								
		#	HRS	#	HRS	#	HRS	#	HRS	\$	TOTAL	\$	HRS
II. CATALOG													
J. ORIG CAT													
61 OTHER		37	9.00										
SUB-TOTAL		6,784	1,346.75	34	11.50	156	59.25	37	21.50	7,011	37	5.00	1,440.00
K. CRU PROC													
62 SET CDS						47	17.00	3	1.25		50	18.25	
63 MASTER						75	27.00	136	69.00		211	96.00	
64 REV MSTR						212	68.75				212	68.75	
65 MODIFY						130	71.50	142	82.75		339	156.50	
66 REPRO						5	1.50	316	178.00		321	179.50	
67 SORT		21	0.25			625	229.50	169	96.75		1,112	415.75	
68 NO. A-Z						4,544	1,667.25	79	43.50		4,648	1,717.25	
69 REV TYPE		32	2.00			875	278.00				1,938	544.75	
70 AUTH CD		264	50.50			3	1.00	3	1.25		270	58.75	
71 X REF CD													
72 OTHER		377	82.75			63	24.25	1	.50		64	20.75	
SUB-TOTAL				1,303	344.75	6,639	2,381.75	849	467.00	9,165	64	20.75	3,276.25
L. END PRJC													
73 LIRC CD													
74 BK PKCT													
75 SPINE		2	.50			102	37.75	1,012	535.50		1,163	588.25	
76 FIX SLP						70	21.75	1,248	694.75		1,332	720.75	
77 FIX REV								60	35.00		60	35.00	
78 STAMP								1	.50		1	.50	
79 JACKET								55	32.50		55	32.50	
80 BINDER		1,313	339.25			11	3.75				11	3.75	
81 MENDING						586	215.75	749	429.25		3,522	1,239.50	
82 REVISE		15	3.25			2,073	715.25	52	30.50		2,125	745.75	
83 DISTIB						657	216.25				688	309.50	
84 REPAVAL								18	10.75		18	10.75	
85 OTHER		3	.50			70	22.25				167	44.25	
SUB-TOTAL		1,390	355.25			34	12.50	8	4.75		279	75.75	
				1,525	432.25	3,603	1,245.25	3,203	1,773.50	9,721	3,406.25		
M. FILING													
86 SORT SL		50	10.50			16	6.50	151	85.50		224	102.50	
87 FILE SL		20	6.00			22	8.00	187	97.50		235	111.50	
88 REV SL		50	31.50			120	38.50	8	4.25		315	84.25	
89 SORT CAT		102	39.25			320	124.25	1,250	709.25		2,077	369.00	
90 FILE CAT		200	200.25			504	314.75	258	143.50		2,238	721.00	
91 REV CAT		1,213	240.75			88	20.75	7	4.00		1,227	275.50	
92 MAINT-TH		1,425	274.00			203	91.25	1,498	806.50		3,105	1,284.00	
93 OTHER						8	4.50				16	7.00	
SUB-TOTAL		3,302	616.25			1,721	506.25	3,375	1,861.00		4,757	1,993.75	
		10,703	3,470.25			18,191	6,461.50	3,302	4,576.75		47,477	15,224.25	
TOTAL		20,727	4,947.00			29,100	10,208.75	11,582	5,763.75		65,952		



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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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## ACTIVITY DETAIL FOR L/ALL MEDIA

	COST(\$ / TIME(HRS)					
	PROFESSIONAL \$	LIBRARY ASSISTANT \$	CLERICAL \$	STUDENT ASSISTANT \$	TOTAL \$	HRS
I. ACQUIS						
A. PRELIM						
1 MAIL	600	41	104	8	358	54.25
2 REQUEST	1,320		17		1,339	278.25
3 TYPE	134	167	100	12	413	109.25
4 OTHER	456				456	51.00
SUB-TOTAL	2,117	208	221	20	2,566	572.75
B. ORDER						
7 SEARCH	735	1,262	730	15	2,742	765.50
742 SEARCH	6				6	1.00
743 MGR	120	815	46		991	272.50
744 MGRS						
745 CARDSLT						
8 VENDOR	107				107	23.50
10 TYPE PU						
11 REVISE	11	545	823	74	1,442	466.50
12 SIGN		145			156	41.00
13 FILE	27	393	7		7	2.75
14 ENCUMBER			302	9	731	223.75
15 OTHER	60	28	81		108	32.25
SUB-TOTAL	1,074	3,242	1,991	98	6,404	1,375.75
C. RECEIVE						
16 UNPACK	85	127	66		547	206.25
18 ON ORDER	95		787	265	884	286.00
19 INDEX	37	181	731	155	1,104	425.50
20 COLLATE			8	42	50	25.25
21 RETURN	1	126	100		217	65.50
22 ACCESS	5		970		975	309.25
23 SOURCE						
24 GIFT						
25 JISTRIP		20	12	17	12	4.25
26 RECEIPT			33		70	25.00
27 INVOICE	0	372	1,083	17	1,480	461.25
28 EXPEND			218		218	68.25
29 OTHER						
SUB-TOTAL	235	818	4,008	496	5,557	1,376.50
D. POST CAT						
30 CLEAR	95	354	201	10	664	176.00
31 FILE		1			1	.25
32 NOTIFY	1		8		18	5.00
33 LIST						
34 OTHER						
SUB-TOTAL	101	355	209	10	683	181.25



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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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## ACTIVITY DETAIL FOR L/ALL MEDIA

OPERATION FUNCTION ACTIVITY	COST(\$)/TIME(HRS)					
	PROFESSIONAL \$	LITERARY ASSISTANT HRS	CLERICAL \$	STUDENT ASSISTANT \$	TOTAL \$	HRS
<b>I. ACQUIS</b>						
E. MISL						
35 REPORTS	158	31.25			265	56.00
36 CLAIMS	22	4.00	539	35	714	255.25
37 CANCEL	14	3.25	77	6	125	25.75
38 O.P.	43	4.00	57		82	25.75
39 INQUIRY	458	85.75	265	17	1,160	312.75
40 OTHER		121.50		2	2	1.25
SUB-TOTAL	675	189.00	538	60	2,348	699.75
SUB-TOTAL	4,210	1,471.50	7,366	684	17,558	5,201.00
<b>II. CATALOG</b>						
F. PRE CAT						
41 SORT	305	66.00	159	435	1,150	401.25
42 SEARCH	276	54.75	2	20	300	67.25
43 MUC	139	25.50	181	327	647	266.50
44 MCRS						
45 CAROSET						
46 OTHER	44	10.00	180		290	91.00
SUB-TOTAL	824	156.25	522	782	2,387	826.00
<b>G. LC DATA</b>						
47 ORG CRDS						
48 REC LC						
49 REC PS	12	2.00	196	164	376	161.25
50 FILE	7	1.25	175	82	101	51.50
51 OTHER			9	203	413	173.50
SUB-TOTAL	19	3.25	399	11	11	265.50
				335	1,392	657.75
<b>H. ADD C/V</b>						
52 ADD C/V	596	119.50	802	26	1,838	507.50
53 OTHER				8	8	4.00
SUB-TOTAL	596	119.50	802	34	1,846	511.50
<b>I. LC CAT</b>						
54 MATCH	37	7.50			226	77.25
55 CATALOG	5,223	1,350.25	162	27	5,238	1,057.00
55A SL CHK	5	1.50	6	3	65	32.50
56 REVISE	443	84.50		56	443	64.50
57 OTHER						
SUB-TOTAL	5,712	1,443.75	168	32	5,972	1,252.25
<b>J. ORIG CAT</b>						
58 CATALOG	2,481	479.75			2,834	600.50
59 REVISE	1,104	211.25	345	8	1,104	211.25
60 SL CHK	51	10.25	92		144	48.25

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CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY - 1972

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OPERATION  
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ACTIVITY

## ACTIVITY DETAIL FOR L/ALL MEDIA

COST(\$ ) / TIME(HRS)

	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS	TOTAL \$	HRS
II. CATALOG										
J. ORIG CAT										
E1 OTHER										
SUB-TOTAL	3,636	741.25	1	.25	437	155.25	8	3.25	4,082	860.00
K. CRD PROC										
62 SET CDS										
63 MASTER	253	54.25	5	1.75	352	126.50	21	8.60	378	136.25
64 REV MSTR	16	2.75	3	2.00	201	67.75			454	122.00
65 MODIFY					26	5.50			51	14.25
66 REPRO					95	33.75			95	33.75
67 SORT					350	116.25			350	116.25
68 NO, A, E					289	95.25			289	95.25
69 REV TYPE	87	15.00	75	24.25	2,805	982.50			2,880	1,006.75
70 AUTH CD	10	2.50	1,150	323.25	544	187.50			1,781	525.75
71 X REF CD			36	10.25	114	38.25	33	18.75	189	69.75
72 OTHER			25	7.50	134	36.25			129	43.75
SUB-TOTAL	366	74.50	1,300	369.00	4,876	1,693.50	54	26.75	6,596	2,163.75
L. END PROC										
73 GIRC CD					1	.50			1	.50
74 BK PKGT			2	.50	518	187.00	152	86.75	672	274.25
75 SPINE	61	20.75	64	17.00	961	359.50	271	140.75	1,357	538.00
76 FIX SLP	27	9.50			74	26.25	259	148.00	360	163.75
77 FIX REV					2	.50			2	.50
78 STAMP	13	4.75			257	95.50	113	60.00	383	160.25
79 JACKET										
80 BINDERY	672	137.75			863	311.75	1,141	613.75	2,676	1,062.25
81 MENDING	101	14.00			868	284.75	63	32.50	1,032	331.25
82 REVISE			71	15.75	277	95.25			348	111.00
83 DISTRIB			1	.25	54	20.75	13	5.25	68	26.25
84 MORAL	27	6.50	23	5.25	70	23.75		.25	120	35.75
85 OTHER										
SUB-TOTAL	941	193.25	161	38.75	3,945	1,405.50	2,012	1,087.25	7,019	2,724.75
M. FILING										
86 SORT SL					40	13.75	36	19.00	76	32.75
87 FILE SL	3	.50			67	22.75	60	31.00	130	54.25
88 REV SL	293	57.50	57	18.00	42	14.50	4	2.00	396	92.00
89 SORT CAT					84	31.25	412	231.50	496	262.75
90 FILE CAT	45	9.00			351	127.75	559	308.25	955	445.00
91 REV CAT	614	116.25			171	53.25			785	163.50
92 MAINTAIN	412	74.25	346	94.50	704	250.75	50	28.50	1,512	448.00
93 OTHER					115	39.75			115	39.75
SUB-TOTAL	1,367	257.50	443	112.50	1,574	553.75	1,121	620.25	4,465	1,544.00
SUB-TOTAL	13,421	2,649.25	2,577	686.25	12,723	4,462.25	5,038	2,742.25	33,753	10,540.00
TOTAL \$	17,631	3,502.75	7,875	2,156.75	20,085	6,985.25	5,722	3,096.25	51,317	15,741.00

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR L/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

COST(\$ / TIME(HRS))									
OPERATION FUNCTION ACTIVITY	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	
III. ADMIN									
N. ADMIN									
94 SUPERVIS	1,113	193.00	271	66.00	180	57.00			1,553
95 TRAIN			15	4.25	275	38.50			290
96 ON CAMP	203	34.50	57	15.25	95	31.75			355
97 OFF CAMP	16	3.50	14	3.75					30
98 PUB SERV	858	166.00			150	47.75	501	272.25	1,509
99 OTHER									486.00
SUB-TOTAL	2,180	397.00	356	89.25	700	235.00	501	272.25	3,737
SUB-TOTAL	2,180	397.00	356	89.25	700	235.00	501	272.25	3,737
TOTAL \$	15,811		8,231		20,789		6,223		55,054
TOTAL HRS		3,899.75		2,246.00		7,220.25		3,368.50	16,734.50

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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ACTIVITY

## ACTIVITY DETAIL FOR M/ALL MEDIA

## COST(\$ ) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
<b>I. ACQUIS</b>										
A. PRELIM										
1 MAIL	6	1.00	71	18.50	405	131.25	338	181.75	820	332.50
2 REQUEST	32	5.25	43	10.75					75	16.00
5 TYPE			98	28.25	147	50.75	255	103.75	500	182.75
6 OTHER			18	5.25	38	12.25	193	82.25	255	99.75
SUB-TOTAL	38	6.25	230	62.75	590	194.25	792	367.75	1,650	631.00
<b>B. ORDER</b>										
7 SEARCH	78	16.50	1,966	572.00	3,416	1,159.75	1,061	473.25	6,521	2,221.50
742 SEARCH										
743 NUC										
744 MCRS										
745 CAROSET										
8 VENDOR										
10 TYPE PO			168	44.25	71	24.25	18	8.00	257	76.50
11 REVISE			122	34.75	852	304.00	69	33.00	1,043	371.75
12 SIGN	99	17.00	29	9.25	361	129.50	10	4.75	400	143.50
13 FILE			21	5.50	27	10.00	3	1.00	150	33.50
14 ENCUMBER			161	47.00	261	92.50	231	107.25	653	246.75
15 OTHER			32	8.75	144	46.25	47	16.50	223	71.50
SUB-TOTAL	177	33.50	353	96.00	260	85.50	195	85.75	808	267.25
			2,852	817.50	5,392	1,851.75	1,634	723.50	10,055	3,432.25
<b>C. RECEIVE</b>										
16 UNPACK			222	64.00	112	39.75	434	238.75	768	342.50
18 ON ORDER			62	17.00	22	7.25	36	20.25	120	44.50
19 KARDEX	122	20.50			755	245.75	820	465.25	1,697	731.50
20 COLLATE			26	7.50	3	1.00	8	4.75	37	13.25
21 RETURN			156	43.50	101	35.50	32	18.50	289	94.50
22 ACCESS					21	7.00	117	65.50	138	72.50
23 SOURCE			72	18.00	43	14.25			115	32.25
24 GIFT			9	2.75					9	2.75
25 DISTRI			16	4.50	5	2.00	31	15.50	52	22.00
26 RECEIPT			3	1.00	799	209.25	5	2.50	807	212.75
27 INVOICE			197	52.00	251	77.50	10	3.50	458	133.00
28 EXPEND			53	15.50	77	24.00	16	5.50	146	45.00
29 OTHER	1,450	284.50	161	45.25	84	23.00	75	41.25	1,770	400.00
SUB-TOTAL	1,572	305.00	977	258.00	2,273	692.25	1,584	881.25	6,406	2,146.50
<b>D. POST CAT</b>										
30 CLEAR			71	22.00	231	84.75	44	22.50	346	129.25
31 FILE					2	.50	110	61.00	112	61.50
32 NOTIFY	1	.25							1	.25
33 LIST	72	17.00	6	1.50	179	56.25	1	.50	258	75.25
34 OTHER					22	8.00	31	14.25	53	22.25
SUB-TOTAL	73	17.25	77	23.50	434	143.50	186	38.25	770	288.50

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR M/ALL MEDIA

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
COST(\$ / TIME(HRS))										
I. ACQUIS										
E. MISC										
35 REPORTS	521	84.25	405	106.50	809	269.00	35	17.50	1,770	477.25
36 CLAIMS	6	1.00	65	18.50	185	65.25	333	150.25	524	216.50
37 CANCEL			17	4.75	14	4.75	48	21.75	127	45.00
38 O.P.					66	23.50			83	27.75
39 INQUIRY	750	146.00	473	121.50	1,326	460.00	53	23.25	2,602	750.75
40 OTHER	31	5.50	55	43.00	430	157.00	199	88.25	875	293.75
SUB-TOTAL	1,308	236.75	1,115	293.75	2,890	979.50	668	301.00	5,981	1,811.00
SUB-TOTAL	3,168	598.75	5,251	1,465.50	11,579	3,867.25	4,864	2,377.75	24,862	8,309.25
II. CATALOG										
F. PRE CAT										
41 SORT	6	1.50	16	5.00	283	95.50	269	112.00	574	214.00
42 SEARCH	284	48.75	3	.75	223	78.25	177	79.00	687	206.75
43 NUC	210	37.75	332	95.75	440	145.75	99	43.50	1,081	322.75
44 HCKS										
45 CARDSET										
46 OTHER	37	6.25	57	14.25	104	36.50	59	26.25	257	83.25
SUB-TOTAL	537	94.25	408	115.75	1,050	356.00	604	260.75	2,599	826.75
G. LC DATA										
47 ORD CRDS	31	5.25			137	45.75	45	18.50	213	63.50
48 REC LC	3	1.50	27	7.50	133	63.50	151	64.75	380	137.25
49 REC PS			85	25.25	130	45.50	422	190.00	637	260.75
50 FILE					3	1.00	469	191.00	472	192.00
51 OTHER							41	18.50	41	18.50
SUB-TOTAL	40	6.75	112	32.75	463	155.75	1,128	482.75	1,743	678.00
H. ADD C/V										
52 ADD C/V			688	178.25	212	69.00	137	68.50	1,037	315.75
53 OTHER							18	6.50	18	6.50
SUB-TOTAL			688	178.25	212	69.00	155	75.00	1,055	322.25
I. LC CAT										
54 MATCH	4	.75	26	7.00	1	.50			31	8.25
55 CATALOG	735	128.75	1,847	504.75	496	173.50	473	189.25	3,551	996.25
55A SL CHK	7	1.25	15	4.00	28	9.25	3	1.00	53	15.50
56 REVISE	285	49.75	15	4.00	105	34.75	123	63.75	528	192.25
57 OTHER	7	1.25	165	44.00	32	10.00	69	24.00	273	73.25
SUB-TOTAL	1,038	181.75	2,068	563.75	662	228.00	668	278.00	4,436	1,251.50
J. ORIG CAT										
58 CATALOG	2,942	551.00	731	190.25	68	25.75	4	2.00	3,745	769.00
59 REVISE	470	84.00	17	4.00					487	88.00
60 SL CHK	168	30.00	23	6.00					191	36.00

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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ACTIVITY

## ACTIVITY DETAIL FOR W/ALL MEDIA

## COST(\$ ) / TIME(HRS)

	PROFESSIONAL \$	LIBRARY ASSISTANT HRS	CLERICAL \$	STUDENT ASSISTANT HRS	TOTAL \$	HRS
II. CATALOG						
J. ORIG CAT	13	2.50				14.25
61 OTHER	3,593	667.50				907.25
SUB-TOTAL		771	200.25	7	42	
			90	11	4,465	
K. CRD PROC						
62 SET CDS			1,421	120	1,541	521.75
63 MASTER			461	11	472	159.75
64 REV MSTR	13	3.00	34		802	216.50
65 MODIFY	3	.50	407	4	414	137.25
66 REPRO				2.50		
67 SORT				114.75	286	114.75
68 NO. A E			5	157.00	412	173.50
69 REV TYPE			48	128.50	345	153.50
70 AUTH CD	124	24.25		358	817	311.25
71 X REF CD	4	.75	2	21.75	110	34.00
72 OTHER			85	179.50	123	38.25
SUB-TOTAL	144	28.50	79	857.25	470	224.00
			2,542	1,780	5,792	2,184.50
L. END PROC						
73 CIRC CD	7	1.25	235	946	1,212	602.25
74 BK PKT				7	7	3.25
75 SPINE				475	475	209.00
76 FIX SLP			36	135	135	58.50
77 FIX REV						
78 STAMP				103	103	46.50
79 JACKET						
80 BINDERY	22	4.00	569	392	1,543	496.75
81 MENDING				1,157	1,157	544.75
82 REVISE			36	74	110	48.00
83 DISTRIB			48	103	103	49.75
84 MOKAWAL			3	420	507	254.50
85 OTHER	1,108	187.00		928	2,039	584.25
SUB-TOTAL	1,137	192.25	891	4,740	7,397	2,897.50
				2,257.75		
M. FILING						
86 SORT SL			7	84	191	73.75
87 FILE SL	97	18.75	72	621	1,479	536.25
88 REV SL			45	55	127	53.75
89 SORT CAT			342	171	546	217.25
90 FILE CAT			673	354	1,027	429.50
91 REV CAT			235	5	302	100.25
92 MAINTAIN			68	18	167	54.00
93 OTHER			75	344	432	200.50
SUB-TOTAL	97	18.75	1,517	1,652	4,271	1,665.25
	6,586	1,189.75	7,427	13,738	31,758	10,633.00
SUB-TOTAL						
TOTAL \$	9,754	1,788.50	19,006	15,602	56,620	18,942.25
				7,481.75		

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TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR H/ALL MEDIA

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OPERATION  
FUNCTION  
ACTIVITY

		COST(\$ / TIME(HRS)					
OPERATION FUNCTION ACTIVITY	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT		CLERICAL		TOTAL \$
			\$	HRS	\$	HRS	
III. ADMIN							
N. ADMIN							
94 SUPERVIS	2,641	491.00	2,270	569.50	329	96.75	5,250
95 TRAIN	186	37.50	145	33.75	36	10.50	396
96 ON CAMP	1,215	219.75	412	106.25	158	53.25	1,802
97 OFF CAMP	623	108.75			13	4.25	636
98 PUB SERV	1,574	299.75	25	6.00	10	3.75	1,609
99 OTHER			274	70.75	23	8.50	297
SUB-TOTAL	6,239	1,156.75	3,126	786.25	569	177.00	9,998
SUB-TOTAL	6,239	1,156.75	3,126	786.25	569	177.00	9,998
TOTAL \$	15,393		15,384		19,575		66,618
HRS	2,945.25		4,098.25		6,537.00		21,092.25
					7,512.75		

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR N/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

COST(\$)/ TIME(HRS)									
	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	
I. ACQUIS									
A. PRELIM									
1 MAIL	111	26.25	120	34.50	47	16.25	107	53.50	385
2 REQUEST	576	84.50			84	28.50			660
5 TYPE	79	14.25	35	10.50	141	39.50			255
6 OTHER	6	1.00							6
SUB-TOTAL	772	126.00	155	45.00	272	84.25	107	53.50	1,306
B. ORDER									
7 SEARCH	2,397	377.00	55	12.75	7	2.50			2,453
742 SEARCH									
743 NUC									
744 MCRS									
745 CARDSET									
8 VENDOR	21	3.50							21
10 TYPE PO	11	2.00	191	45.00	751	209.00	4	2.00	957
11 REVISE									
12 SIGN									
13 FILE	23	5.25	28	6.50	265	70.25			342
14 ENCUMBER	172	42.50	45	10.25					217
15 OTHER	134	23.25							134
SUB-TOTAL	2,764	453.50	319	74.50	1,043	289.75	4	2.00	4,130
C. RECEIVE									
16 UNPACK	69	14.75	16	3.75	298	79.00	618	308.75	1,001
18 ON ORDER	287	59.50	222	50.00	106	36.25			615
19 KARDEX	3	.50	359	99.25	213	79.25	279	138.75	854
20 COLLATE									
21 RETURN	8	2.00	112	24.75	65	23.00	72	36.25	120
22 ACCESS			161	40.50			4	2.00	298
23 SOURCE									
24 GIFT	208	36.75							4
25 DISTRIB	118	29.00							
26 RECEIPT	40	10.00	172	39.25	114	37.75	48	25.00	256
27 INVOICE	136	45.50	108	23.50	221	75.50	166	83.25	570
28 EXPEND	151	37.50	543	123.75	203	98.50	34	17.50	403
29 OTHER			12	2.75	15	5.25	50	25.00	1,084
SUB-TOTAL	1,080	235.50	1,711	407.50	1,325	435.50	1,271	636.50	1,715.00
D. POST CAT									
30 CLEAR	50	10.75	30	7.75	13	4.25	51	26.50	144
31 FILE			52	12.25	24	3.00	49	25.75	125
32 NOTIFY			9	2.25	111	34.75			120
33 LIST	173	29.75	69	18.00	7	3.00			249
34 OTHER							1	.75	1
SUB-TOTAL	223	40.50	160	40.25	155	51.00	101	53.00	633



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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR N/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

COST(\$)/TIME(HRS)

	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS	\$	TOTAL \$	HRS
<b>I. ACQUIS</b>											
E. PLSC											
35 REPORTS	19	41.25	129	30.00	253	82.50	25	12.75	597	166.50	
36 CLAIMS	12	25.50	135	36.50	1	.50	46	22.50	302	65.00	
37 CANCEL			32	7.50	173	53.50			205	67.00	
38 O.P.	23	3.50	2	.50	199	61.75	22	11.25	246	77.00	
39 INQUIRY	252	49.25	5	1.50	61	20.75			358	71.50	
40 OTHER	38	8.50							38	8.50	
SUB-TOTAL	663	126.00	303	76.00	687	225.00	33	46.50	1,746	473.50	
SUB-TOTAL	5,502	331.50	2,648	643.25	3,482	1,085.50	1,576	791.50	13,218	3,501.75	
<b>II. CATALOG</b>											
F. PRE CAT											
41 SORT	74	14.50	4	1.00	127	38.50			185	54.00	
42 SEARCH	335	58.25	456	135.25	195	69.25	581	524.00	1,967	766.75	
43 NUC	240	41.25	64	17.25	144	51.25	593	297.00	1,041	406.75	
44 MKS					4	1.25			4	1.25	
45 CARDSET											
46 OTHER	66	11.25	7	1.75			16	8.25	89	21.25	
SUB-TOTAL	715	125.25	531	155.25	450	160.25	1,590	809.25	3,286	1,250.00	
<b>G. LC DATA</b>											
47 ORU CROS											
48 REC LC											
49 REC PS	45	9.75	4	1.00			191	100.50	4	1.00	
50 FILE	3	.50	83	20.50			321	166.50	319	130.75	
51 OTHER									324	167.00	
SUB-TOTAL	48	10.25	87	21.50	23	8.00	512	267.00	23	8.00	
<b>H. ADD C/V</b>											
52 ADD C/V	61	13.00	722	189.25					783	202.25	
53 OTHER											
SUB-TOTAL	61	13.00	22	183.25	23	8.00			783	202.25	
<b>I. LC CAT</b>											
54 MATCH	40	9.75	324	74.25					374	84.00	
55 CATALOG	1,134	231.75	1,131	252.75	3	1.00	24	11.50	2,289	456.00	
56 SL CHK	100	20.75	45	11.00					152	32.75	
56 REVISE	407	66.75							407	66.75	
57 OTHER	43	27.00							143	27.00	
SUB-TOTAL	1,824	356.00	1,514	338.00	3	1.00	24	11.50	3,365	706.50	
<b>J. OKIG CAT</b>											
58 CATALOG	5,000	983.50	1,707	386.00			43	20.50	6,750	1,390.00	
59 REVISE	570	97.50							570	97.50	
60 SL CHK	205	43.75	10	23.25					310	67.00	

ACTIVITY DETAIL FOR N/ALL MEDIA

ACTIVITY	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	4	1.00							1.00	
SUB-TOTAL	5,779	1,125.75	1,812	409.25			43	20.50	7,634	1,555.50
K. CRD PROC										
62 SET COS			148	38.50						
63 MASTER	25	5.00	371	99.50	384	122.00	8	3.75	156	42.25
64 REV MSTR			36	9.50	11	3.50	147	70.00	927	296.50
65 MODIFY	11	2.00	64	18.25	188	60.00	3	1.25	50	14.25
66 REPRO			12	3.25	250	77.25	159	75.75	422	156.00
67 SORT			64	7.00	49	15.50	3	1.50	265	82.00
68 NO, A E	24	4.25	29	63.50	785	254.50	25	12.25	103	34.75
69 REV TYPE	221	43.75	310	71.25	4	1.25	482	232.50	1,520	554.75
70 AUTH CD	144	26.50	2	.50	6	1.75	1	.50	536	116.75
71 X REF CD	19	3.75	3	.75			3	1.25	149	28.25
72 OTHER	3	.50					24	12.00	52	18.25
SUB-TOTAL	447	85.75	1,204	312.00	1,677	535.75	859	412.50	4,187	1,346.00
L. END PROC										
73 CIRC CD										
74 BK PCKT			60	16.75	104	36.25	232	111.75	396	164.75
75 SPINE	97	25.00	150	39.50	1,135	450.25	51	25.50	1,433	540.25
76 FIX SLP			41	10.50	62	24.50	163	83.75	266	118.75
77 FIX REV							7	3.50	7	3.50
78 STAMP	8	2.00	30	7.50	35	14.00	186	95.00	259	118.50
79 JACKET	4	1.00			1	.25	72	36.50	77	37.75
80 BINDERY			391	117.00	373	116.50	241	113.25	1,005	346.75
81 MENDING			215	55.25	938	296.00	646	315.50	1,799	666.75
82 REVISE			1,136	284.00	9	3.00	7	3.50	1,152	290.50
83 DISTRIB			73	18.75	26	10.50	52	26.00	151	55.25
84 WDRAWAL	65	15.75	61	13.75	78	25.50	10	5.00	136	34.50
85 OTHER			78	17.50					156	43.00
SUB-TOTAL	174	43.75	2,235	580.50	2,761	976.75	1,667	819.25	6,837	2,420.25
M. FILING										
86 SORT SL			99	27.00	4	1.25	2	1.00	105	29.25
87 FILE SL	8	2.00	103	26.00	118	37.50			223	65.50
88 REV SL	4	.75	87	23.00			12	6.00	103	29.75
89 SORT CAT			24	6.25			191	99.00	215	105.25
90 FILE CAT			53	15.75	43	13.25	699	360.50	795	389.50
91 REV CAT	229	47.25	109	24.50	40	13.00	3	1.50	381	86.25
92 MAINTAIN	183	40.25	583	135.75	135	45.75	233	116.00	1,146	336.75
93 OTHER	8	1.50					69	34.50	77	36.00
SUB-TOTAL	438	91.75	1,064	258.25	340	110.75	1,209	617.50	3,051	1,078.25
SUB-TOTAL	9,486	1,851.50	9,169	2,264.00	5,254	1,792.50	5,904	2,957.50	29,813	8,865.50
TOTAL \$	14,988	2,833.00	11,817	2,307.25	8,736	2,878.00	7,480	3,749.00	43,021	12,367.25

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR N/ALL MEDIA

		COST(\$ / TIME(HRS))					
OPERATION FUNCTION ACTIVITY	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	STUDENT ASSISTANT \$	TOTAL \$
III. ADMIN							
N. ADMIN							
94 SUPERVIS	724	116.00	127	30.50	89	27.75	342
95 TRAIN	139	27.25	27	6.00	9	3.25	175
96 ON CAMP	828	144.50	32	7.25	45	17.75	513
97 OFF CAMP	208	38.50	76	17.50			284
98 PUB SERV	1,128	139.25	315	73.00	2	.50	1,350
99 OTHER	343	66.00	58	13.00	40	13.25	485
SUB-TOTAL	3,310	592.00	635	147.25	189	62.50	4,149
	3,310	592.00	635	147.25	189	62.50	4,149
TOTAL \$	18,233	3,425.00	12,452	3,054.50	8,325	2,940.50	47,170
						7,495	3,756.50
							13,176.50

ACTIVITY	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	144	26.00	502	130.25	650	217.50	251	144.00	1,543	517.75
2 REQUEST	1		481	114.75	99	32.00	4	2.00	585	148.75
3 TYPE	7	1.50	8	2.25	147	50.75	142	83.50	304	138.00
6 OTHER	4	.75	18	4.00	28	9.75	70	40.00	120	54.50
SUB-TOTAL	122	28.25	1,009	251.25	924	310.00	467	269.50	2,552	855.00
B. ORDER										
7 SEARCH	133	28.75	332	87.00	370	126.75	31	17.25	872	259.75
742 SEARCH	124	22.00	995	255.25	697	239.00	651	379.00	2,467	855.25
743 NUC	37	7.00	616	158.25	356	121.75	172	106.25	1,181	367.25
744 MGRS					9	3.00			9	3.00
745 CARDSET										
8 VENDOR	30	6.75	31	7.25	45	14.50	1	.75	113	29.25
10 TYPE PO			60	16.50	969	353.50	107	61.75	1,136	431.75
11 REVISE					4	1.50			4	1.50
12 SIGN	30	5.50	13	5.75			2	1.25	51	12.50
13 FILE			169	14.50	370	133.25	114	66.00	653	245.75
14 ENCUMBER			55	16.50	17	5.75	1	.75	73	23.00
15 OTHER	9	1.50			366	135.75	37	21.50	412	158.75
SUB-TOTAL	375	71.50	2,277	593.00	3,203	1,134.75	1,116	648.50	6,971	2,447.75
C. RECEIVE										
16 UNPACK			4	1.00	789	251.00	21	12.50	814	264.50
18 ON ORDER	5	1.00	46	12.50	533	221.25	3	2.00	647	226.75
19 KARDEX	58	13.25	674	159.25	331	129.25	1,049	596.75	2,112	880.50
20 COLLATE					133	45.75	7	4.25	140	54.00
21 RETURN			11	3.00	120	42.00			131	45.00
22 ACCESS			28	7.25	160	58.25			150.25	150.25
23 SOURCE			1	.25	19	6.75	146	84.75	334	7.00
24 GIFT	3	.50	12	3.25	206	69.50	19	11.00	240	84.25
25 DISCARD	3	.50	5	1.50	11	4.00	2	1.00	21	7.00
26 RECEIPT			78	24.00	368	128.50	147	85.75	593	238.25
27 INVOICE			355	99.25	529	190.75	54	31.50	938	321.50
28 EXPEND			23	7.00	281	104.50	78	45.00	382	156.50
29 OTHER					41	14.75	82	48.50	123	63.25
SUB-TOTAL	63	15.25	1,237	309.25	3,581	1,261.25	1,608	923.00	6,495	2,568.75
D. POST CAT										
30 CLEAR					87	29.25			87	29.25
31 FILE					1	.25			1	.25
32 NOTIFY	17	3.00							17	3.00
33 LIST	83	15.00	156	40.00	75	25.00	15	8.25	329	88.25
34 OTHER			23	6.75			42	21.00	65	27.75
SUB-TOTAL	100	18.00	179	46.75	103	54.50	57	29.25	499	148.50

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ACTIVITY DETAIL FOR O/ALL MEDIA

PAGE 2

OPERATION  
FUNCTION  
ACTIVITY

COST(\$ ) / TIME(HRS)									
PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT	TOTAL					
\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
<b>I. ACQUIS</b>									
<b>E. MISC</b>									
35 REPORTS	150	29.25	353	74.25	2,027	128	73.25	2,616	881.50
36 CLAIMS	5	1.00	4	1.00	211	2	1.00	222	77.75
37 CANCEL			271	76.25	99	32	18.25	402	129.75
38 O.P.					147			147	52.50
39 INQUIRY	400	37.00	87	24.00	762	46	26.25	1,099	344.75
40 OTHER	42	7.50	2	.50	107	4	2.50	155	49.75
SUB-TOTAL	400	74.75	667	176.00	3,354	212	121.25	4,641	1,536.00
SUB-TOTAL	1,104	237.75	5,169	1,370.25	11,225	3,460	1,691.50	21,158	7,500.00
<b>II. CATALOG</b>									
<b>F. PRE CAT</b>									
41 SORT	67	11.50	192	51.25	164			423	116.00
42 SEARCH	656	127.00	88	21.75	217	6	3.00	967	225.25
43 MISC	235	43.00	111	28.75	149			494	125.00
44 MCRS									
45 CARDS									
46 OTHER	22	3.75	390	101.75	13			35	8.75
SUB-TOTAL	980	185.25			543	6	3.00	1,919	475.00
<b>G. LC DATA</b>									
47 ORL CRUS									
48 REC LC	4	.75	37	8.50	21	9	5.50	30	13.50
49 REL PS			7	1.50	452	14	8.25	507	165.50
50 FILE					1,027	65	37.50	1,099	427.25
51 OTHER	3	.50			3	46	25.75	52	27.50
SUB-TOTAL	7	1.25	44	10.00	1,503	134	77.00	1,688	633.75
<b>H. ADD C/V</b>									
52 ADD C/V	164	28.00	361	96.50	826			1,351	400.00
53 OTHER	225	40.00	3	.50	172	9	4.75	413	96.25
SUB-TOTAL	393	68.00	364	97.00	998	9	4.75	1,764	496.25
<b>I. LC CAT</b>									
54 MATCH	40	7.75	89	25.50	110	96	56.25	335	121.00
55 CATALOG	1,045	243.25	2,318	631.50	123			3,686	920.00
56 SL CHK	32	6.00	121	35.00	13	4	2.25	170	48.25
57 REVISE	265	52.75	326	73.25	16	3	1.50	610	132.75
58 OTHER	46	8.00	12	3.50	2	102	60.00	162	72.25
SUB-TOTAL	1,028	317.75	2,865	768.75	264	205	120.00	4,963	1,304.25
<b>J. ORIG CAT</b>									
59 CATALOG	2,021	544.50	793	190.75	80	45	25.25	3,839	750.00
60 REVISE	450	49.00	26	6.75	151	87	47.75	519	160.75
61 SL CHK	140	28.50						141	28.50

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ACTIVITY DETAIL FOR O/ALL MEDIA

PAGE 3

OPERATION  
FUNCTION  
ACTIVITY

		COST(\$ / TIME(HRS)									
		PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT						
		\$	\$	\$	\$	HRS	HRS	HRS	\$	\$	HRS
<b>II. CATALOG</b>											
J. ORIG CAT											
61 OTHER	345	59.00	29	3	14	1.00	8.00		391	74.50	
SUB-TOTAL	3,663	681.00	848	233	146	87.75	81.00		4,890	1,053.75	
<b>K. CRD PROC</b>											
62 SET CDS	6	1.25	145	124		42.25			275	75.50	
63 MASTER	1	.25		539		180.25			540	180.50	
64 REV MSTR	267	52.25	233	80		26.75			580	142.75	
65 MODIFY				135		45.25			135	45.25	
66 REPRO				211	22	75.25	12.75		233	88.00	
67 SORT				164		56.50			164	56.50	
68 NO, A E	9	1.50	3	488	63	169.75	35.00		563	207.00	
69 REV TYPE	120	23.75	10	242		84.00			372	110.25	
70 AUTH CD	10	1.75							10	1.75	
71 X REF CD				62		22.75			62	22.75	
72 OTHER	40	9.00	16	225	24	73.50	11.75		305	98.00	
SUB-TOTAL	453	83.75	407	2,270	109	776.25	59.50		3,239	1,028.25	
<b>L. END PROC</b>											
73 GIRC CD				173		55.00			216	66.50	
74 BK PKT				366	5	111.50	2.50		489	162.75	
75 SPINE				230	70	77.75	39.00		722	309.50	
76 FIX SLP				20	226	6.50	126.50		324	151.25	
77 FIX REV				40		13.50			633	346.25	
78 STAMP					557		324.25				
79 JACKET									3	1.00	
80 BINDERY				3	199	1.00	108.75		231	117.75	
81 MENDING				19	58	6.00	32.00		426	127.25	
82 REVISE				132	84	39.50	47.50		84	47.50	
83 DISTRIB					8	5.50	4.25		665	150.25	
84 MDRAWAL				17	344	24.75	187.50		444	217.75	
85 OTHER				76	1,914	341.00	1,073.50		4,237	1,697.75	
SUB-TOTAL	270	48.50	977	1,076							
<b>M. FILING</b>											
86 SORT SL				92		29.75			203	57.00	
87 FILE SL				198	3	64.00	1.50		296	89.75	
88 REV SL				44		16.25			47	16.75	
89 SORT CAT	3	.50		360		125.00			584	186.50	
90 FILE CAT	15	3.50		703	3	241.25	1.50		826	279.00	
91 REV CAT	23	4.50		29	30	8.50	15.00		913	197.75	
92 MAINTAIN	591	108.50		617		200.00			921	268.00	
93 OTHER	140	26.25		8	12	2.50	6.75		64	19.50	
SUB-TOTAL	799	148.75		2,051	48	687.25	24.75		3,854	1,114.25	
SUB-TOTAL	8,193	1,540.25	6,852	8,938	2,571	3,047.00	1,443.50		26,554	7,803.25	
<b>TOTAL \$</b>	<b>9,297</b>	<b>1,748.00</b>	<b>12,221</b>	<b>20,163</b>	<b>5,031</b>	<b>6,371.50</b>	<b>3,435.00</b>		<b>47,712</b>	<b>15,303.25</b>	

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TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY DETAIL FOR O/ALL MEDIA

ACTIVITY	COST(\$ / TIME(HRS))						STUDENT ASSISTANT		TOTAL
	PROFESSIONAL \$	HRS	LIBRARY \$	ASSISTANT HRS	CLERICAL \$	HRS	\$	HRS	
III. ADMIN									
N. ADMIN									
94 SUPERVIS	1,087	136.00	310	228.00	453	148.50			572.50
95 TRAIN	83	15.00	80	23.75	68	25.25			64.00
96 ON CAMP	2,001	347.50	225	55.50	105	33.50			436.50
97 OFF CAMP	355	59.25	116	26.25	24	8.00			93.50
98 PUB SERV	813	136.75	134	33.25	306	107.25	184	101.50	378.75
99 OTHER	528	90.25	17	4.25	90	32.00	90	48.50	175.00
SUB-TOTAL	4,863	844.75	1,482	371.00	1,046	354.50	274	150.00	1,720.25
SUB-TOTAL	4,863	844.75	1,482	371.00	1,046	354.50	274	150.00	1,720.25
TOTAL \$	14,160	2,592.75	13,703	3,519.75	21,209	7,326.00	6,305	3,585.00	17,323.50
TOTAL HRS									

ACTIVITY DETAIL FOR P/ALL MEDIA

ACTIVITY	PROFESSIONAL			LIBRARY ASSISTANT			COST (\$ / TIME (HRS))			STUDENT ASSISTANT			TOTAL	
	\$	HRS		\$	HRS		\$	HRS		\$	HRS	\$	HRS	
I. ACQUIS														
A. PRELIM														
1 MAIL	107	15.75	215	56.75	663	239.25	1	280.05	986	561.80				
2 REQUEST	1,225	202.50	194	51.25			4	2.06	1,423	255.75				
5 TYPE	8	15.00	200	52.50	1,288	473.00	653	331.50	2,221	872.00				
6 OTHER							21	10.75	21	10.75				
SUB-TOTAL	1,412	233.25	609	160.50	1,951	682.25	679	624.30	4,651	1,700.30				
B. ORDER														
7 SEARCH	885	181.75	734	138.75	4,453	1,603.75	1,040	527.75	7,118	2,512.00				
742 SEARCH														
743 NUC	23	3.75	106	30.50	416	146.50			545	180.75				
744 MCRS														
745 CARDSET														
8 VENDOR	299	50.75	211	56.75	291	105.00	4	2.00	805	218.50				
10 TYPE PO	4	.75	35	9.25	1,652	522.75	142	72.00	1,833	604.75				
11 REVISE	17	3.00	78	20.50	216	74.75			311	58.25				
12 SIGN	101	17.00			8	2.50	13	6.75	122	26.25				
13 FILE					704	240.50	919	466.50	1,623	707.00				
14 ENCUMBER					178	58.50	62	31.50	240	90.00				
15 OTHER			12	3.50	70	23.25	12	6.25	34	33.00				
SUB-TOTAL	1,329	257.00	1,176	319.25	7,994	2,781.50	2,192	1,112.75	12,691	4,470.50				
C. RECEIVE														
16 UNPACK	9	1.50			391	123.25	460	233.75	860	358.50				
18 ON ORDER	19	2.75					192	97.25	217	101.75				
19 KARDEX	2	.25	564	153.50	2,722	912.00	1,594	809.25	4,082	1,875.00				
20 COLLATE														
21 RETURN			4	1.00	91	25.00	14	7.00	109	33.00				
22 ACCESS	3	.50					13	9.75	22	10.25				
23 SOURCE														
24 GIFT														
25 DISTRIB	3	.50	21	5.75	203	67.75	16	8.25	240	81.75				
26 RECEIPT	25	3.75			413	125.25	63	35.00	485	160.75				
27 INVOICE	120	18.00	101	26.25	321	105.50	122	61.75	468	171.00				
28 EXPEND	48	7.25			534	294.50	275	139.75	1,430	478.50				
29 OTHER					535	170.00	181	92.00	764	265.25				
SUB-TOTAL	229	34.50	696	188.25	5,826	1,878.25	2,942	1,493.75	9,687	3,559.75				
D. POST CAT														
30 CLEAR					87	27.50	4	2.25	91	29.75				
31 FILE					8	3.25			8	3.25				
32 NOTIFY	2	.25												
33 LIST	34	5.75	11	3.00			30	15.25	43	18.50				
34 OTHER			108	29.25	377	124.50	670	329.00	1,189	488.50				
SUB-TOTAL	36	6.00	126	34.25	502	164.75	704	346.50	1,368	551.50				



	OPERATION	FUNCTION	ACTIVITY
1.	Identify the problem	Determine the need for action	Recognize the situation as a problem
2.	Analyze the problem	Determine the causes of the problem	Investigate the sources of the problem
3.	Develop a plan	Determine the steps to solve the problem	Formulate a strategy for solving the problem
4.	Implement the plan	Execute the steps to solve the problem	Put the plan into action
5.	Evaluate the results	Determine if the problem has been solved	Assess the effectiveness of the solution

	PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT	TOTAL
	\$	\$	\$	\$	\$
	HRS	HRS	HRS	HRS	HRS
I. ACQUIS					
E. MISC					
35 REPORTS	361	65.00			
36 CLAIMS					
37 CANCEL					
38 O.P.	422	75.00			
39 INQUIRY	370	67.25			
40 OTHER					
SUB-TOTAL	1,153	207.25			
SUB-TOTAL	4,159	738.00			
II. CATALOG					
F. PRE CAT					
41 SORT	142	24.00			
42 SEARCH	101	18.25			
43 NUC	55	21.75			
44 MCRS					
45 CARDSET					
46 OTHER	12	2.25			
SUB-TOTAL	350	66.25			
G. LC DATA					
47 ORD CRUS					
48 REC LC					
49 REC PS					
50 FILE	4	1.00			
51 OTHER	7	1.25			
SUB-TOTAL	11	2.25			
H. ADD C/V					
52 ADD C/V	507	90.25			
53 OTHER	32	5.75			
SUB-TOTAL	539	96.00			
I. LC CAT					
54 MATCH	57	9.75			
55 CATALOG	508	169.00			
55A SL CHK					
56 REVISE	11	1.75			
57 OTHER	12	2.25			
SUB-TOTAL	588	182.75			
J. ORIG CAT					
58 CATALOG	3,530	648.00			
59 REVISE	58	10.50			
60 SL CHK					

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR P/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

COST(\$)/TIME(HRS)									
PROFESSIONAL	LIBRARY ASSISTANT	CLERICAL	STUDENT ASSISTANT	TOTAL					
\$	\$	\$	\$	\$	\$	HRS	HRS	HRS	HRS
<b>I. CATALOG</b>									
J. ORIG CAT									
61 OTHER	11	4				2.75	1.25	41	8.25
SUB-TOTAL	230	4				62.75	1.25	3,888	732.75
<b>K. CRD PROC</b>									
62 SET CDS	9	1,402	194			40.50	515.75	1,605	615.75
63 MASTER	48	539	2			138.25	168.50	742	220.75
64 REV MSTR	35	5					1.50	581	146.25
65 MODIFY		1,154					416.00	1,154	416.00
66 REPRO		23					8.00	180	87.50
67 SORT		11	157				79.50	136	67.25
68 NO. A E			125				63.50	1,655	571.75
69 REV TYPE	631	1,655				146.75	571.75	1,447	342.00
70 AUTH CD	10	226					81.50	10	1.75
71 X REF CD	3							9	2.25
72 OTHER	67	6				4.00	1.75	672	214.25
SUB-TOTAL	803	5,575	36			329.50	1,945.00	8,191	2,685.50
<b>L. ENJ PROC</b>									
73 CIRC CD		53	28				20.75	81	34.75
74 BK PKT			90					90	45.75
75 SPINE		856	863				307.25	1,713	745.25
76 FIX SLP		64	413				22.50	477	232.00
77 FIX REV			6					6	3.00
78 STAMP		13	490				4.75	503	253.75
79 JACKET			3					3	1.50
80 BINDERY	26	2,694	805			32.50	885.25	3,648	1,335.00
81 MENDING	33	783	354			20.00	308.50	1,213	508.00
82 REVISE		538					153.50	571	199.75
83 DISTRIB		71					25.75	71	26.00
84 MORAHAL		43	39			.50	13.50	84	34.00
85 OTHER		10	2				3.75	12	4.75
SUB-TOTAL	59	5,125	3,093			53.00	1,789.50	8,478	3,423.50
<b>M. FILING</b>									
86 SORT SL		52	127				17.00	179	61.50
87 FILE SL		129	211				46.25	376	162.75
88 REV SL		107	2				34.25	109	35.25
89 SORT CAT	31	16	493			.25	5.50	541	262.00
90 FILE CAT		111	774			.75	39.25	888	433.00
91 REV CAT		4	5			1.00	225.25	692	228.75
92 MAINTAIN	712	683	284			13.25	157.00	1,434	439.75
93 OTHER		441				2.00		28	12.00
SUB-TOTAL	743	1,539	1,916			26.50	524.50	4,307	1,655.00
SUB-TOTAL	7,147	14,151	7,891			1,278.00	4,303.25	34,161	11,491.50
TOTAL \$	11,306	31,745	15,174			2,198.50	10,821.50	66,661	23,034.30

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR P/ALL MEDIA

OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY		COST(\$)/ TIME(HRS)											
		PROFESSIONAL		LIBRARY		ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
		\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
III. ADMIN													
N. ADMIN													
54	SUPERVIS	3,229	509.00	1,856	462.50	423	138.00	21	10.75	5,529	1,120.25		
35	TRAIN	232	36.00	14	3.50	202	70.75	10	5.25	458	115.50		
96	ON CAMP	1,360	215.00	188	46.75	89	28.75			1,637	250.50		
97	OFF CAMP	59	11.00	33	9.00	58	20.25			150	39.25		
98	PUB SERV			4	1.00					4	1.00		
99	OTHER					2	.50			2	.50		
SUB-TOTAL		4,880	770.00	2,095	522.75	774	258.25	31	16.00	7,780	1,567.00		
SUB-TOTAL		4,880	770.00	2,095	522.75	774	258.25	31	16.00	7,780	1,567.00		
TOTAL \$		16,186	2,812.00	10,527	2,721.25	32,523	11,079.75	15,205	7,988.30	74,441	24,601.30		
HRS													

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CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR Q/ALL MEDIA

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OPERATION  
FUNCTION  
ACTIVITY

ACTIVITY		COST(\$ / TIME(HRS))								
	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT		TOTAL \$	HRS
							\$	HRS		
I. ACQUIS										
A. PRELIM										
1 MAIL	44	8.00	254	71.25	422	145.50		100.05	720	324.80
2 REQUEST	944	158.25	31	8.75	52	17.25	17	10.00	1,044	154.25
5 TYPE	61	11.50	91	23.50	215	67.75	117	58.75	484	161.50
6 OTHER					10	3.75		10	10	3.75
SUB-TOTAL	1,049	177.75	376	103.50	699	234.25	134	168.80	2,258	684.30
B. ORDER										
7 SEARCH	284	55.00	1,160	285.75	518	170.75	208	104.25	2,170	616.75
742 SEARCH	44	7.75	77	16.75	19	5.75	23	11.25	163	41.50
743 NUC	98	22.25	634	161.75	166	54.75			898	236.75
744 HCRS										
745 CARDSET										
8 VENDOR	50	9.25	3	1.00	14	5.00			67	15.25
10 TYPE PO	3	.50	316	74.00	453	154.75			772	229.25
11 REVISE	38	8.50	118	32.75	1	.50	4	2.50	161	44.25
12 SIGN	43	4.75	8	2.25	2	.50			59	7.50
13 FILE	38	6.75	198	48.75	179	61.00	56	32.25	471	148.75
14 ENCUMBER	14	3.00	61	15.25	204	68.75			279	87.00
15 OTHER	2	.50	40	9.00					42	9.50
SUB-TOTAL	620	118.25	2,615	648.25	1,556	521.75	291	150.25	5,082	1,438.50
C. RECEIVE										
16 UNPACK	71	13.75	446	126.50	670	225.50	46	26.00	1,233	351.75
18 ON ORDER	17	3.25	33	9.25	22	7.50			72	20.00
19 KARDEX	36	7.00	79	21.50	151	52.25	212	120.00	478	200.75
20 COLLATE	14	3.25	3	1.00	6	2.00	25	14.50	48	24.75
21 RETURN	20	3.75	31	8.75	30	10.25	56	30.25	137	53.00
22 ACCESS			4	1.00	77	27.25			81	28.25
23 SOURCE			3	.75					3	.75
24 GIFT			8	1.75	71	26.75	11	5.50	90	34.00
25 DISTRIB	7	1.25	13	3.75	20	6.75	51	28.00	91	35.75
26 RECEIPT	109	21.00	54	15.25	449	143.50	61	35.75	673	215.50
27 INVOICE	34	6.50	173	49.00	254	84.75	46	27.25	507	167.50
28 EXPEND	63	13.50	70	20.25	253	85.00			392	118.75
29 OTHER										
SUB-TOTAL	377	73.25	917	258.75	2,003	671.50	508	287.25	3,805	1,250.75
D. POST CAT										
30 CLEAR	162	27.75	407	33.50	71	24.25	100	58.25	740	205.75
31 FILE			54	15.50	87	28.75	35	20.50	176	64.75
32 NOTIFY	4	1.00	38	10.50	35	11.00	12	6.75	89	29.25
33 LIST	238	42.25	91	25.00	4	1.25	37	21.50	370	50.00
34 OTHER										
SUB-TOTAL	404	71.00	590	150.50	197	65.25	184	107.00	1,375	353.75

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ACTIVITY DETAIL FOR Q/ALL MEDIA

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OPERATION FUNCTION ACTIVITY	ACTIVITY DETAIL FOR Q/ALL MEDIA									
	COST(\$ / TIME(HRS))									
	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS	TOTAL \$	HRS
I. ACQUIS										
E. MISC										
35 REPORTS	1,037	180.00	187	53.00	372	115.25	47	24.75	1,643	373.00
36 CLAIMS	35	6.50	102	28.00	229	82.50	5	2.75	371	119.75
37 CANCEL	30	5.75	70	19.00	13	4.50	58	34.00	171	63.25
38 O.P.			39	10.00	19	6.50				
39 INQUIRY	531	98.50	326	86.50	306	102.50	9	5.00	1,172	16.50
40 OTHER	46	9.00	6	1.75	78	25.50			130	290.50
SUB-TOTAL	1,679	237.75	730	198.25	1,017	336.75	119	66.50	3,545	36.25
SUB-TOTAL	4,129	738.60	5,228	1,359.25	5,472	1,829.50	1,236	779.80	16,065	899.25
II. CATALOG										
F. PRE CAT										
41 SORT	131	22.00	7	2.00	10	3.75	45	25.25	193	53.00
42 SEARCH	318	61.25	501	143.50	287	95.00	171	99.25	1,277	355.00
43 NUC	808	167.25	574	131.25	460	156.25	589	335.25	2,431	750.00
44 MCRS			13	2.75					13	2.75
45 CAROSET										
46 OTHER										
SUB-TOTAL	1,257	250.50	1,095	279.50	757	255.00	805	460.00	3,314	2.25
G. LC DATA										
47 ORU CRDS										
48 REC LC	3	.50	12	3.50	26	8.25	12	6.50	1	.50
49 REC PS	358	49.50	155	44.00	19	6.25	10	5.75	53	18.75
50 FILE	5	1.00			56	20.50	569	324.00	542	105.50
51 OTHER							5	2.75	630	345.50
SUB-TOTAL	366	51.00	167	47.50	102	35.50	596	339.00	1,231	2.75
H. ADD C/V										
52 ADD C/V	659	131.00	127	37.25	470	159.50	187	105.25	1,443	432.00
53 OTHER										
SUB-TOTAL	659	131.00	127	37.25	470	159.50	187	105.25	1,443	432.00
I. LC CAT										
54 MATCH	15	2.75	57	16.50	16	5.25			88	24.50
55 CATALOG	3,820	805.50	153	44.25	326	106.25		.25	4,299	956.00
55A SL CHK					2	.75			2	1.00
56 REVISE	235	41.75							235	41.75
57 OTHER	13	3.25							13	3.25
SUB-TOTAL	4,083	853.25	213	60.75	344	112.25		.25	4,637	1,026.50
J. ORIG CAT										
58 CATALOG	3,701	761.75	15	4.00					3,716	765.75
59 REVISE	555	189.50	7	1.75					962	191.25
60 SL CHK										

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR Q/ALL MEDIA

OPERATION  
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ACTIVITY

ACTIVITY		COST(\$)/TIME(HRS)									
		PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
		\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
II. CATALOG											
J. ORIG CAT											
61 OTHER											
SUB-TOTAL		4,656	351.25	22	5.75					4,678	957.00
K. CRO PROC											
62 SET CDS		4	.75	7	2.00	40	13.00			51	15.75
63 MASTER		18	3.25	675	174.25	1,059	345.50			1,752	523.00
64 REV MSTR		802	160.25			2	.50	8	4.25	812	165.00
65 MODIFY				70	20.00	189	60.50	4	2.00	263	82.50
66 REPRO				12	3.00	463	154.75			475	157.75
67 SORT						196	64.75			196	64.75
68 NO, A E				83	23.25	1,097	366.00	40	20.75	1,220	410.00
69 REV TYPE		273	50.00	40	10.75	452	145.50			765	206.25
70 AUTH CD				149	33.75	1	.25	23	11.00	173	45.00
71 X REF CD				124	28.50					124	28.50
72 OTHER				3	.75	1	.25			4	1.00
SUB-TOTAL		1,097	214.25	1,163	296.25	3,500	1,151.00	75	38.00	5,835	1,693.50
L. END PROC											
73 CIRC CD											
74 8K PKCT				14	4.00						
75 SPINE		7	1.25	122	34.50	1,220	401.25	16	8.50	30	12.50
76 FIX SLP				205	58.50	1,122	371.00	117	66.00	1,466	503.00
77 FIX REV								35	19.50	1,362	449.00
78 STAMP		1	.25			6	2.00				
79 JACKET								30	17.00	37	19.25
80 BINDERY		30	5.50	15	4.25	721	243.75	10	5.50	10	5.50
81 MENDING		9	2.25			98	34.50	77	44.75	843	298.25
82 REVISE				357	81.00			1,033	538.50	1,140	575.25
83 DISTRIB										357	81.00
84 DRAWAL		74	13.25	2	.50	17	6.00	1	.50	1	.50
85 OTHER								23	13.25	116	33.00
SUB-TOTAL		121	22.50	715	182.75	3,184	1,058.50	1,342	713.50	5,362	1,977.25
M. FILING											
86 SORT SL		45	8.75	4	1.00	105	33.50			164	48.50
87 FILE SL		45	9.50	12	3.50	153	47.75	10	5.25	327	117.25
88 REV SL						4	1.25	117	56.50	4	1.25
89 SORT CAT				31	25.00	301	104.25	105	56.00	497	181.25
90 FILE CAT		161	31.75	110	31.50	684	226.75	434	246.75	1,389	539.75
91 REV CAT		188	38.00	184	51.50	324	104.75	5	3.00	701	197.25
92 MAINTAIN		242	42.00	672	136.50	1,100	395.50	578	302.75	2,592	936.75
93 OTHER											
SUB-TOTAL		681	130.00	1,073	309.00	2,671	912.75	1,249	670.25	5,674	2,122.00
SUB-TOTAL		12,920	2,003.75	4,572	1,218.75	11,028	3,684.50	4,254	2,326.25	32,774	11,823.25
TOTAL \$		17,043	3,341.75	9,800	2,578.00	16,500	5,514.00	5,490	3,106.05	48,839	14,535.80
TOTAL HRS											

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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ACTIVITY

## ACTIVITY DETAIL FOR Q/ALL MEDIA

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	932	169.75	899	226.50	48	16.00			1,879	412.25
95 TRAIN	55	3.50			38	12.25			93	21.75
96 ON CAMP	327	58.75	38	10.00	82	26.50			447	95.25
97 OFF CAMP	389	77.00							89	77.00
98 PUB SERV	584	121.25							592	123.75
99 OTHER			40	8.00	8	2.50			48	10.75
SUB-TOTAL	2,287	436.25	977	244.50	184	60.00			3,448	740.75
SUB-TOTAL	2,287	436.25	977	244.50	184	60.00			3,448	740.75
TOTAL \$	15,336	3,778.00	10,777	2,822.50	16,684	5,574.00	5,490	3,106.05	52,287	15,280.55

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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ACTIVITY

## ACTIVITY DETAIL FOR R/ALL MEDIA

	COST(\$)/TIME(PRS)					TOTAL	
	PROFESSIONAL \$	LIBRARY ASSISTANT \$	CLERICAL \$	STUDENT ASSISTANT \$	HRS	\$	HRS
I. ACQUIS							
A. PRELIM							
1 MAIL	385	247	559	216	96.25	1,407	423.50
2 REQUEST	420					420	75.75
5 TYPE	80	148	261	476	250.75	899	382.75
6 OTHER				14	8.00	14	8.00
SUB-TOTAL	885	395	760	700	355.00	2,740	850.00
B. ORDER							
7 SEARCH	2,475	493	409	955	520.00	4,332	1,256.00
742 SEARCH							
743 NUC							
744 HORS							
745 CARDSET							
8 VENDOR	348	112	9	8	3.25	477	104.25
10 TYPE PO		420	857	146	303.00	1,423	504.25
11 REVISE	575	81	2		.75	658	149.50
12 SIGN		18	79		24.75	37	23.75
13 FILE		191	389	351	140.75	931	384.75
14 ENCUMBER		71	96		36.25	167	56.00
15 OTHER	68					68	18.00
SUB-TOTAL	3,466	1,386	1,841	1,460	730.50	8,153	2,502.50
C. RECEIVE							
16 UNPACK	651	262	308	203	96.50	1,424	391.25
18 ON ORDER							
19 KARDEX	189	178	37	48	13.50	85	35.25
20 COLLATE	237		128	341	47.50	836	287.00
21 RETURN							
22 ACCESS	29	122	112	45	37.00	237	46.25
23 SOURCE		99	236		101.00	259	83.00
24 GIFT		5	421	363	173.75	784	314.00
25 DISCARD		34	8	149	84.75	575	226.75
26 RECEIPT		31	331	1	.75	43	13.75
27 INVOICE		15	146	56	29.00	418	161.50
28 EXPEND		173	1,025	156	88.50	1,354	501.00
29 OTHER		5	326	2	1.00	333	115.25
SUB-TOTAL	1,116	304	26	1,361	661.75	6,535	2,244.50
D. POST CAT							
30 CLEAR	87	43	14	7	5.25	151	35.25
31 FILE		16	2	116	.50	134	63.75
32 NOTIFY	60	13		2	1.25	81	18.00
33 LIST	66		42	371	164.25	479	155.50
34 OTHER							
SUB-TOTAL	213	78	58	456	235.00	845	318.50



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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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## ACTIVITY DETAIL FOR R/ALL MEDIA

## COST(\$ ) / TIME(HRS)

	PROFESSIONAL \$	LIBRARY \$	ASSISTANT HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	ASSISTANT HRS	TOTAL \$	TOTAL HRS
<b>I. ACQUIS</b>									
<b>E. MISC</b>									
35 REPORTS	152	934	256.50	695	247.00	748	371.25	2,529	957.75
36 CLAIMS		50	27.50	214	72.25	95	50.50	399	150.25
37 CANCEL		72	18.75	5	2.00	3	1.75	80	22.50
38 O.P.	374	1	.25					375	73.00
39 INQUIRY	178	204	51.50	180	51.50	2	1.00	564	135.25
40 OTHER									
SUB-TOTAL	704	1,381	354.50	1,094	372.75	848	424.50	3,347	1,278.75
SUB-TOTAL	6,374	4,064	1,136.25	6,917	2,437.25	4,865	2,466.75	22,220	7,234.25
<b>II. CATALOG</b>									
<b>F. PRE CAT</b>									
41 SORT	11	44	13.00	505	162.75	185	105.25	745	283.25
42 SEARCH	1,661	145	41.75	83	26.25			1,889	370.50
43 NUC	649	161	46.75	234	81.50	230	121.75	1,274	364.25
44 MCRS									
45 CARDSET									
46 OTHER						12	6.75	12	6.75
SUB-TOTAL	2,321	350	101.50	822	270.50	430	235.25	3,923	1,326.25
<b>G. LC DATA</b>									
47 ORD CRDS		24	5.25	2	1.00			26	6.25
48 REC LC				47	15.25	1	.75	48	16.00
49 REC PS	1,252	25	6.75			3	1.50	1,280	251.75
50 FILE	5	144	39.25	22	7.75	227	128.75	398	177.00
51 OTHER									
SUB-TOTAL	1,257	193	51.25	71	24.00	231	131.00	1,752	451.00
<b>H. ADD C/V</b>									
52 ADD C/V	175	534	138.25	439	153.00	41	23.50	1,249	356.75
53 OTHER									
SUB-TOTAL	175	534	138.25	499	159.00	41	23.50	1,249	356.75
<b>I. LC CAT</b>									
54 MATCH	245	76	21.50	306	36.50			627	158.25
55 CATALOG	5,240	784	213.75					5,984	1,144.00
55A SL CHK	487	185	50.75	32	11.75	68	30.25	772	180.25
56 REVISE	513					55	31.00	568	122.75
57 OTHER									
SUB-TOTAL	6,445	1,045	276.00	338	108.25	123	61.25	7,951	1,605.25
<b>J. ORIG CAT</b>									
58 CATALOG	3,725	21	5.25	7	2.00			3,753	677.50
59 REVISE	53							53	10.00
60 SL CHK	176					15	8.50	191	38.75

TECHNICAL PROCESSING COST STUDY - 1972  
ACTIVITY DETAIL FOR R/ALL MEDIA

ACTIVITY	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	3,954	710.50	21	5.25	7	2.00	15	8.50	3,997	726.25
K. CRD PROC										
62 SET CDS										
63 MASTER										
64 REV MSTR										
65 MODIFY	172	30.75	14	3.25	85	30.75	95	53.75	180	84.50
66 REPRD			43	9.50	598	336.00	230	130.75	1,242	470.00
67 SORT					403	144.50	33	19.00	651	203.75
68 NO. A E					334	113.00	186	105.75	520	218.75
69 REV TYPE	15	3.50	73	16.25	666	222.75	187	106.00	853	228.75
70 AUTH CD			697	156.50	334	112.00	159	90.50	581	222.25
71 X REF CD	77	13.75	294	66.00	1,500	506.00	738	419.75	2,935	1,082.25
72 OTHER			2	.50	790	255.00	56	31.75	1,217	366.50
SUB-TOTAL	264	48.00	1,123	252.00	363	121.75	19	11.00	384	133.25
					1	.25			1	.25
L. END PROC										
73 CIRC CD										
74 BK PKT										
75 SPINE	7	1.50	21	47.50	1,027	364.00	593	337.00	1,837	750.00
76 FIX SLP			12	3.50	68	24.50	974	553.00	1,054	581.00
77 FIX REV					1	.25	285	161.75	286	162.00
78 STAMP			7	2.00	17	6.25	213	101.75	237	110.00
79 JACKET										
80 BINDERY	2	.50			2	1.00	370	186.25	1,618	564.00
81 MENDING			1,244	376.25	1,547	491.50	774	439.75	2,321	931.25
82 REVISE	154	27.00	297	66.25	44	14.00	97	55.00	592	162.25
83 DISTRIB					40	12.25			40	12.25
84 DRAWAL					286	97.25			286	97.25
85 OTHER										
SUB-TOTAL	163	29.00	1,770	495.50	3,032	1,011.00	3,306	1,834.50	8,271	3,370.00
M. FILING										
86 SORT SL										
87 FILE SL	12	2.25			26	9.75	32	18.25	58	28.00
88 REV SL	9	1.50			135	53.50	5	2.75	152	58.50
89 SORT CAT					24	9.00	3	1.50	36	12.00
90 FILE CAT	101	23.25	46	12.00	205	64.00	715	406.00	920	470.00
91 REV CAT	1,124	204.25	8	2.00	395	126.50	578	327.00	1,124	485.75
92 MAINTAIN	534	98.50	222	50.25	222	69.00			1,354	275.25
93 OTHER					1,200	425.00	799	453.75	2,755	1,027.50
SUB-TOTAL	1,780	326.75	276	64.25	1,400	49.50	166	94.50	306	144.00
SUB-TOTAL	16,353	2,973.75	5,312	1,384.00	2,351	806.25	2,298	1,303.75	6,705	2,501.00
TOTAL \$	22,733	4,167.75	9,376	2,520.25	19,511	6,660.25	3,147	4,566.00	42,412	13,146.75
TOTAL HRS							13,012	7,332.75	64,632	20,181.00

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
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ACTIVITY

## ACTIVITY DETAIL FOR R/ALL MEDIA

	PROFESSIONAL \$	PROFESSIONAL HRS	LIBRARY ASSISTANT \$	LIBRARY ASSISTANT HRS	CLERICAL \$	CLERICAL HRS	STUDENT ASSISTANT \$	STUDENT ASSISTANT HRS	TOTAL \$	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	612	110.00	856	206.75	429	138.00			1,897	454.75
95 TRAIN	68	12.75			32	11.50			100	24.25
96 ON CAMP	1,042	181.25	187	50.50	73	27.25			1,302	259.00
97 OFF CAMP	163	31.50							163	31.50
98 PUB SERV	1,402	253.00	215	59.50	31	11.50			1,648	324.00
99 OTHER	62	11.50	3	.75					65	12.25
SUB-TOTAL	3,349	600.00	1,261	317.50	565	188.25			5,175	1,105.75
SUB-TOTAL	3,349	600.00	1,261	317.50	565	188.25			5,175	1,105.75
TOTAL \$	26,082	4,767.75	10,637	2,837.75	20,076	6,848.50	13,012	7,032.75	69,807	21,486.75

OPERATION FUNCTION ACTIVITY	ACTIVITY DETAIL FOR S/ALL MEDIA							TOTAL \$	HRS
	PROFESSIONAL \$	LIBRARY \$	ASSISTANT HRS	CLERICAL \$	TIME(HRS)	ASSISTANT HRS	STUDENT \$		
<b>I. ACQUIS</b>									
<b>A. PRELIM</b>									
1 MAIL	25	116	31.50	337	105.25	8	4.75	486	147.00
2 REQUEST	74	96	21.00			7	3.25	177	39.00
5 TYPE	8	2	.50	5	1.50	3	2.00	18	5.50
6 OTHER	16							16	5.00
SUB-TOTAL	123	214	53.00	342	106.75	18	10.00	697	164.50
<b>B. ORDER</b>									
7 SEARCH	862	477	105.00	410	147.25	115	45.50	1,864	455.50
742 SEARCH									
743 NUC	100	224	50.00	148	54.25			472	126.75
744 HCRS	49	101	23.50	203	75.00	274	142.25	627	251.50
745 CARDSET									
8 VENDOR									
10 TYPE PO	9	9	2.00	3	1.00			12	3.00
11 REVISE		264	69.50	382	134.25	32	11.50	687	217.00
12 SIGN	10			15	6.75			29	8.50
13 FILE		16	4.25	162	59.50	174	74.75	352	138.50
14 ENCUMBER		38	11.00	112	39.75			150	49.75
15 OTHER		9	1.75	41	14.50	3	1.50	53	17.75
SUB-TOTAL	1,030	1,138	266.00	1,480	532.25	598	275.50	4,246	1,268.25
<b>C. RECEIVE</b>									
16 UNPACK	81	581	152.00	42	13.00	12	6.50	716	192.00
18 ON ORDER	3	19	5.00	23	7.50	45	18.25	90	31.25
19 KARDEX	25	186	52.75	237	77.50	47	26.75	436	162.00
20 COLLATE	25		4.75	42	12.75			67	17.50
21 RETURN	46	50	13.00	2	.50	30	16.00	128	36.50
22 ACCESS									
23 SOURCE	4		.75					4	.75
24 GIFT	127	2	.50	11	4.00			140	29.00
25 DISTRIB	114	105	30.00	3	1.00	13	7.25	235	55.25
26 RECEIPT		3	.75					3	.75
27 INVOICE	6	67	19.00	20	6.00	3	2.00	96	26.00
28 EXPEND	23		5.25	64	19.50	17	9.75	104	34.50
29 OTHER									
SUB-TOTAL	455	1,013	273.00	444	141.75	167	86.50	2,073	583.50
<b>D. POST CAT</b>									
30 CLEAR									
31 FILE									
32 NOTIFY									
33 LIST		176	51.00			37	21.25	37	21.25
34 OTHER								176	51.00
SUB-TOTAL		176	51.00			37	21.25	213	72.25

## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR S/ALL MEDIA

## COST(\$ / TIME(HRS))

	PROFESSIONAL \$	LIBRARY ASSISTANT \$	CLERICAL \$	STUDENT ASSISTANT \$	TOTAL \$	HRS
I. ACQUIS						
E. MISC						
35 REPORTS	17	170	14	46	247	76.50
36 CLAIMS	112	35	155	14	316	90.75
37 CANCEL	2	17	4	53	76	34.75
38 O.P.	41	36	29	44	150	53.25
39 INQUIRY	226	65	31		322	68.75
40 OTHER	26	2		20	48	17.50
SUB-TOTAL	424	325	233	177	1,159	341.50
SUB-TOTAL	2,032	2,866	2,499	997	8,334	2,466.00
II. CATALOG						
F. PRE CAT						
41 SORT	83				83	12.00
42 SEARCH	26				26	7.75
43 NUC	9	3	.75	9	21	8.25
44 MCRS	2				2	.50
45 CARDSET						
46 OTHER						
SUB-TOTAL	120	3	.75	9	132	25.50
G. LC DATA						
47 ORD CRDS						
48 REC LC						
49 REC PS						
50 FILE						
51 OTHER						
SUB-TOTAL						
H. ADD C/V						
52 ADD C/V	36	159	58	12	265	81.75
53 OTHER			5		5	1.75
SUB-TOTAL	36	159	63	12	270	83.50
I. LC CAT						
54 MATCH	43				43	100.50
55 CATALOG	477	316	666	3	1,146	314.50
55A SL CHK	6			11	17	7.25
56 REVISE	711	1	.25	2	714	158.00
57 OTHER						
SUB-TOTAL	1,243	317	666	16	2,242	580.25
J. ORIG CAT						
58 CATALOG	592			29	621	115.00
59 REVISE	33			2	101	18.50
60 SL CHK	3		97		100	22.00

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

## ACTIVITY DETAIL FOR S/ALL MEDIA

ACTIVITY	COST(\$ / TIME(HRS))									
	PROFESSIONAL \$	HRS	LIBRARY ASSISTANT \$	HRS	CLERICAL \$	HRS	STUDENT ASSISTANT \$	HRS	TOTAL \$	HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	654	124.00			97	31.50	31	10.00	822	165.50
K. CRD PROC										
62 SET CDS	6	1.00							6	1.00
63 MASTER	28	7.75	94	26.75	504	164.75			626	159.25
64 REV MSTR	129	22.00	12	3.50	1	.25			142	25.75
65 MODIFY										
66 REPRO										
67 SORT			9	2.50	89	30.00	1	.50	90	30.50
68 NO, A E			18	5.25	87	29.25			96	31.75
69 REV TYPE					334	103.75			352	115.00
70 AUTH CD	5	1.50	28	8.00	8	2.75			41	12.25
71 X REF CD			27	7.75	17	5.50			44	13.25
72 OTHER					24	7.50			24	7.50
SUB-TOTAL	168	32.25	188	53.75	1,064	349.75	1	.50	1,421	436.25
L. END PROC										
73 CIRC CD			38	10.75	153	51.00	3	1.75	194	63.50
74 BK PKT			47	13.50	141	47.00			188	60.50
75 SPINE	3	.50	48	13.50	321	107.25	40	22.00	412	143.25
76 FIX SLP			10	2.75	146	49.75			156	52.50
77 FIX REV					2	.75			2	.75
78 STAMP	1	.25	19	5.25	149	48.75	9	5.00	178	59.25
79 JACKET					1	.25			1	.25
80 BINDERY	41	8.00	230	64.00	71	22.50	90	51.25	432	145.75
81 MENDING	45	8.50	21	4.25	216	70.50	101	59.25	383	142.50
82 REVISE	15	2.75							15	2.75
83 DISTRIB										
84 DRAWAL			4	1.25	115	35.50	4	2.00	123	38.75
85 OTHER							3	2.00	3	2.00
SUB-TOTAL	105	20.00	417	115.25	1,315	433.25	250	143.25	2,087	711.75
M. FILING										
86 SORT SL			10	3.00	44	14.50	15	8.25	69	25.75
87 FILE SL					88	29.75			88	29.75
88 REV SL										
89 SORT CAT			5	1.50	11	3.75	122	66.75	138	72.00
90 FILE CAT	132	37.75	13	3.75	261	85.25	3	1.75	469	128.50
91 REV CAT										
92 MAINTAIN	88	18.50			199	66.50	39	20.00	326	105.00
93 OTHER										
SUB-TOTAL	280	56.25	28	8.25	603	133.75	179	96.75	1,090	361.00
SUB-TOTAL	2,646	524.00	1,112	314.75	3,808	1,254.50	498	270.50	8,064	2,363.75
TOTAL \$	4,678		3,978		6,307		1,495		16,458	
HRS		113.25		1,040.00		2,114.75		761.75		4,929.75

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## CALIFORNIA STATE UNIVERSITY AND COLLEGES

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## TECHNICAL PROCESSING COST STUDY - 1972

OPERATION  
FUNCTION  
ACTIVITY

## ACTIVITY DETAIL FOR S/ALL MEDIA

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	256	49.75	73	15.75	8	2.50	2	.50	339	68.50
95 TRAIN			3	1.00					3	1.00
96 ON CAMP	217	37.75	25	5.25			3	1.00	245	44.00
97 OFF CAMP										
98 PUB SERV	42	7.75							42	7.75
99 OTHER					3	1.00			3	1.00
SUB-TOTAL	515	95.25	101	22.00	11	3.50	5	1.50	632	122.25
SUB-TOTAL	515	95.25	101	22.00	11	3.50	5	1.50	632	122.25
TOTAL \$	5,193		4,079		6,318		1,500		17,090	
TOTAL HRS		1,008.50		1,062.00		2,118.25		763.25		4,952.00

The California State University and Colleges  
Technical Processing Cost Study  
1972  
Standardized Technical Processing Activities  
Scope of Functions Performed

## I. Acquisitions

## A. Preliminary Activities

1. Open, sort and distribute incoming mail:  
Mail is opened and sorted into like items (publishers' advertisements, catalogs, book requests, invoices, incoming books, serials, etc.), and distributed to appropriate processing point.
2. Review book order requests:  
Book order requests are examined to determine their bibliographic completeness, their suitability to the scope of the collection, and the status of the funds against which they will be charged. Book order requests satisfy specific information needs and build the collection in departmental areas. Includes replacement orders.
- ~~3. Review selection media:  
Selection media are periodically reviewed to identify new titles which should be added to the collection. Placement of orders by review of selection media satisfies the general subject scope of the collection.~~
- ~~4. Select titles to be ordered or kept:  
Titles which satisfy departmental or general interests are selected for order placement, within budgetary limitations. Includes approvals and gifts.~~
5. Type library order request card:  
Typist prepares library order request card from bibliographic information supplied by the requester. Information may be sent in the form of publishers' flyers, brochures, handwritten request lists, catalogs, bibliographies, etc. A single order request card is typed or handwritten for each title selected. Libraries frequently supply order request cards to each academic department, with instructions for order placement. They can then use the request card completed by the department rather than duplicate work with a separate typing.
6. Other

## B. Ordering

7. Bibliographic searching: (corresponds to 42)  
Requests are searched. (1) To establish entry, complete missing bibliographic information, and determine availability of title and LC copy through *Cumulative Book Index*, *National Union Catalog*, *Books in Print*, *Book Publishing Record*, card catalog, etc.; (2) to determine possible duplication of title, through card catalog and outstanding order file. Equivalent to activity 42 in Pre-Cataloging.



743. Search NUC:

Search NUC and LC catalog of printed cards to verify bibliographic data and locate cataloging information. Includes Polaroiding.

744. Search IDC-MCRS:

Search IDC-Micrographic Cataloging Retrieval System indexes to locate bibliographic data for cataloging input.

745. Search CARDSET:

Search CARDSET indexes to locate bibliographic data for cataloging input.

8. Assign vendor and fund:

Librarian designates dealer or publisher with whom an order will be placed, and indicates the fund to be encumbered.

9. ~~Prepare multiple order record:-~~

~~Typist completes multiple order form for each title ordered, following oral or written instructions for each group of orders. Multiple order form may also be xeroxed or otherwise reproduced.~~

10. Type purchase requisition, etc.:

Typist prepares requisition or order, either in ordering a group of titles (initial order), or as a confirming request for payment for materials already received.

11. Revise typing:

Librarian examines typed orders, noting that information is accurately typed and is complete.

12. Sign and mail requests:

Requests are signed, appropriate vendor copies are placed in addressed envelopes and orders are mailed to assigned vendor or publisher.

13. Burst and file forms:

All forms are separated and sorted for distribution. Order forms prepared by xerox or other reproduction are cut apart and sorted for distribution. Sorted forms are filed in designated files; i.e., outstanding orders file, purchase requisition or order file, fund file, etc. Includes all acquisitions filing except as noted in Activity 1.

14. Encumbrance or prepayment routine:

Encumbrance entry is made in ledger under appropriate fund for each title ordered. If library budgetary records are calculated on unit record equipment, an encumbrance card(s) is keypunched from order record information.

15. Other

C. Receiving

16. Unpack books; check against packing list or invoice:

Packages containing books are opened, books are arranged for checking, and checked against packing slip and/or invoice. Incoming books are screened to determine which need special handling.

17. Prepare confirming order:  
Type order form for title received on approval plan; standing order; etc. Burst forms and file in appropriate file.
18. Check outstanding order file:  
Outstanding order file slips are pulled, or date of receipt of book is noted on the slip which remains in order file until processing completed.
19. Check in serials and periodicals on Kardex:  
Serials are separated from the other titles and are entered in the Kardex records before further processing. Includes loose-leaf services.
20. Collate books:  
Book is examined page by page to determine whether signatures have been properly bound and print is clear.
21. Book return procedure (incorrect shipment, defective copy, approval books):  
Books which have been incorrectly supplied, approval books not selected, and defective copies are prepared for return shipment to the supplying source.
22. Book accessioning routine:  
Accession number is stamped on book for positive identification of individual title. Number may be stamped or otherwise recorded on one or more records as aid in identification, and in slipping charge cards. Formal accessions record (ledger) may be maintained in which accessions number, author, title, publisher, date, order source, price, etc., are recorded for each item accessioned. Informal accessions record may be in form of notebook of invoices or order slips stamped with accession number.
23. Write sourcing information:  
Information on source of order is written in each book, usually on the page following the verso of the title page: (1) Copy number of book; (2) date of receipt of book in library; (3) source of order (vendor or publisher); (4) list price of book.
24. Prepare gift record form:  
A gift record is prepared for each book given the library which is added to the collection. (Note: A library order request card, or multiple order record may be typed, depending upon how many copies of the record the library requires in processing gift materials.) Includes exchange.
25. Book distribution routine:  
A process form may be prepared to be routed with each title. Books are forwarded to the Cataloging Department, or placed in a holding area, depending upon available copy and processing treatment.
26. Prepare receiving report (claims schedule):  
A report is prepared certifying receipt of materials for which payment is requested.
27. Prepare invoices for payment:  
Invoices are checked to insure that all titles listed on the invoice have been received. Any discrepancies (incorrect shipment, defective copy, etc.) are noted, necessary

changes are made, and the invoice is certified for payment, either through preparation of a receiving report or by signature of the librarian on the invoice itself. Forms are sent to the Business Office for payment.

28. Expenditure routine:

Expenditure amounts are posted under appropriate titles and funds in the ledger (or an expenditure card is keypunched for each title paid). Fund encumbrance and expenditure data are maintained on current basis on a ledger or on punched cards. Periodic reports are distributed to academic departments for which library maintains records, and to purchasing or Fiscal Office. Credit memos are accounted for.

29. Other

**D. Post-Cataloging**

30. Clear or correct in-process file:

Order slips are pulled from outstanding orders file when Acquisitions receives notification from Cataloging that title is completely processed, and is ready for circulation.

31. File forms, etc., in completed records or discard:

Prepared forms used in the order process are filed in required completed orders files, or are discarded when removed from the in-process files.

32. Requester notification routine:

Requester is notified that title is processed and is ready for circulation.

33. Periodic accessions list routine:

A list of selected or total recent acquisitions is prepared on a periodic basis, and sent to faculty members. Includes serials listings, directories, print-outs, etc.

34. Other

**E. Miscellaneous Activities**

35. Correspondence, reports, statistics:

Miscellaneous correspondence, report preparation, and compilation of statistics directly relating to technical processing activities and not included elsewhere.

36. Claims routine:

Order files are periodically searched to locate orders which have been outstanding beyond the established period for claims. Form letters are prepared (or multiform slips are reproduced) and mailed to the ordering source, requesting explanation of delay in receiving requested material.

37. Cancellations routine:

Orders which the source cannot supply are cancelled, with possible placement to another source (dealer, publisher, out-of-print dealer). Appropriate forms are pulled from all in-process files at time of cancellation, reason noted, and determination made of desirability of a re-order.

38. Out-of-print order routine:

Desired out-of-print materials may be ordered through an out-of-print dealer or advertised in a publication such as the *Antiquarian Bookman* or the *Library Bookseller (TAAB)*. A letter is prepared for either purpose and mailed to the source. A request form is typed for each title ordered and filed in the in-process file.

39. Process inquiries:

Answer specific inquiries from requester regarding status of an order in process; general inquiries concerning status of in-process order noted in public catalog by patron; general inquiries regarding bibliographic information, i.e., author, title, date of publication, publisher, price, etc. Includes all acquisitions inquiries both to and from vendors.

40. Other

## II. Cataloging

### F. Pre-Cataloging

41. Sort books, assign and distribute:

Books delivered from the Acquisitions Department are sorted into categories for processing: i.e., added volumes, added copies, books with LC copy, books for which LC cards/copy must be searched, original cataloging, etc. Books are placed on book trucks and distributed to the appropriate processing area.

42. Search for cataloging copy: verify bibliographic information:

Additional searching is done to verify bibliographic data and to locate cataloging copy or copy closely approximating titles to be cataloged. Includes searching proof slip file.

43. Search NUC:

Search NUC and LC catalog of printed cards to verify bibliographic data and locate cataloging information. Includes Polaroiding.

44. Search IDC-MCRS:

Search IDC-Micrographic Cataloging Retrieval System indexes to locate bibliographic data for cataloging input.

45. Search CARDSET:

Search CARDSET indexes to locate bibliographic data for cataloging input and card reproduction.

46. Other

### G. Obtaining and Maintaining LC Data

47. Order LC cards or other unit cards:

Cards to be ordered are determined, order is prepared (multiple-form LC slip, or preprinted, typed LC order), LC or other unit card order (Wilson cards, etc.) is sent, and interim (outstanding) order slip is filed. Unit cards are frequently ordered at the time orders for new titles are placed.

48. Receive and arrange LC cards or other unit cards:  
Upon receipt of cards, order slip is pulled, cards are sorted, and matched, or held for filing (and later matching with incoming books).
49. Receive and arrange LC proof slips or proof sheets:  
Upon receipt of proof slips, slips are examined, sorted and matched with books or held for filing. Proof sheets are examined, cut apart, sorted, and matched with books or held for filing.
50. File LC copy (cards or proof):  
LC copy is sorted (unless received pre-sorted) and filed as it is received.
51. Other

#### H. Added Copies/Added Volumes Routine

52. Added copies/added volumes routine:  
The main entry and shelf list cards are pulled, added copies or volumes are entered on these records (also the Kardex record in some cases) and the books are then ready for physical processing.
53. Other

#### I. LC Cataloging (i.e., that performed with LC Copy)

54. Match LC cards or proof copy and books:  
Upon receipt of both book and LC card set, a match is accomplished through systematic, periodic check of both book holding shelves and LC card holdings drawers, or a proof copy is pulled.
55. Catalog and classify with LC cards/copy:  
LC cards or copy are compared with book to insure that cards match the book in question. Titles are classified (LC or Dewey Decimal), entries may be checked in the public catalog, subjects established, and modifications made, if necessary. Call number is written inside the book.
- 55a. Shelf List Checking: (See 60)
56. Revision of Cataloging:  
Cataloging and classification are checked by *someone other than the cataloger himself* to ensure correctness and appropriateness. Corrections or changes are made as necessary.
57. Other

#### J. Original Cataloging (No LC Copy Available)

58. Original cataloging and classifying:  
Cataloger performs descriptive cataloging, subject analysis, classification, and authority work (i.e., name subject, etc.) for titles for which no LC copy is available.

Cataloger prepares a work slip or work sheet to be used in typing copy for catalog card reproduction.

59. Revision of Cataloging:

Cataloging and classification are checked by *someone other than the cataloger himself* to ensure correctness and appropriateness. Corrections or changes are made as necessary.

60. Shelf List Checking:

The shelf list is examined to prevent duplicate assignment of a call number. A temporary shelf list slip/card is prepared and filed to reserve the call number while the book is being processed, and before a permanent shelf list card is prepared and filed.

61. Other

**K. Card Reproduction and Processing**

62. Type complete card sets:

Complete card sets are typed; or additional cards are typed as required to complete card sets.

63. Type master card:

A master card is typed, to be used in reproducing sets of unit cards by electrostatic or photoreproductive processes. A complete set of catalog cards may be typed in lieu of reproducing the set.

64. Revise master card:

Master card is proofread to correct any typing errors. If a complete set of catalog cards is typed, each card must be examined for errors.

65. Type modification on a card or proof slip:

Close copy is modified, if little modification is required. Modified copy then serves as master card for reproduction of card sets.

66. Reproduce card sets (other than typing):

Some method of card reproduction is used to duplicate a set of catalog cards from each master card typed. Include time spent on maintenance of equipment if done by Technical Processing staff.

67. Sort cards into sets:

Reproduced cards are sorted into sets after reproduction (and cutting, if necessary).

68. Type call number, added entries:

Call number is typed on cards in the set; established added entries are typed at top of cards in the set; shelf list card is typed.

69. Revise typing on card sets:

Cards are revised to verify accuracy of typing, both of call number and added entries.

70. Prepare authority cards:  
Authority cards are typed or otherwise prepared as necessary for authority files mentioned.
71. Prepare cross-reference cards:  
Cross-reference cards are typed or otherwise prepared as new subject (and corporate) entries are established, and emphasis on established subjects changes.

72. Other

#### L. End Processing

73. Prepare circulation card:  
A circulation charge card(s) is typed or prepared for all books processed into the library's circulation collection.
74. Prepare book pocket:  
Identifying bibliographic elements may be typed on the book pocket; or adhesive label containing elements may be attached to the pocket.
75. Mark call number or place label on spine of volume:  
Call number is hand lettered or otherwise placed on the spine of a book (through use of self-adhesive labels, commercial labeling machines, etc.). Special location designation strips and symbols are affixed to spine.
76. Affix pocket and date due slip. Affix gift plate:  
Book card pocket is glued into book in a predetermined position. Date due slip is tipped in. Gift plate is pasted in book in a fixed position.
77. Affix biographical and review material in book:  
Biographical material about the book's author, and significant reviews found on dust jacket are clipped and pasted in book.
78. Stamp property marks:  
The library's identifying stamp is placed on the book at several fixed locations (i.e., edge stamp, title page, secret page, etc.).
79. Affix plastic jacket to book:  
Plastic jacket is placed over dust cover and affixed to the book.
80. Bindery Routine (Preparation and Receiving):  
Paperback books and other paperbound materials are prepared for shipment to the State Printer or local bindery. Paperwork required for the bindery is prepared. Upon return, the shipment is checked, records changed to reflect titles, which have been returned, and volumes readied for processing.
81. Library binding and mending:  
Libraries equipped for "home binding" may bind paperback books or place in pamphlet binders. Includes general repair or mending.



82. Revise completed books before forwarding to circulation:  
Completely processed books are checked to insure accuracy of typing and processing.
83. Distribution:  
Books are sorted according to various categories or destinations, e.g., reference, new book display shelf, and are delivered to their destination.
84. Cancellations and Withdrawals:  
Materials which are declared lost (cancellations) or withdrawn because of excessive wear, obsolescence, etc., require that the library records be changed, catalog cards, shelf lists, etc., be removed or changed as appropriate and the physical volumes, if available, are stamped "withdrawn" and discarded.
85. Other

#### M. File Maintenance

86. Sort and arrange shelf list:  
Cards (shelf list, ~~main catalog~~, authority, cross-reference, etc.) are arranged in order in which they will be filed.
87. File shelf list:  
Cards are filed in the shelf list, ~~public catalog~~ and other files following library's rules for systematic arrangement of card files.
88. Revise filing of shelf list:  
Filing is checked to insure its accuracy; corrections are made where necessary.
89. Sort and alphabetize *all* catalog cards in the set:  
This function includes the sorting and alphabetizing of card sets for new titles, main entry and analytic cards for added volumes, cards for titles recataloged or reclassified, cards withdrawn to update entry, etc. These cards are arranged in 26 groups according to the 1st letter of the 1st word of catalog entry with additional sortings of each subgroup by 2nd or 3rd letter, and the final arrangement of each subgroup in alphabetic order, word by word, to the end of the entry in each card.
90. File *all* catalog cards:  
Interfiles of all catalog cards sorted and alphabetized as in 89 in the public catalog and the authority file which the catalog department maintains.
91. Revise filing of all catalog cards:  
This function may include any or all of the following activities: review of filing of catalog cards as mentioned in 90; notification and correction of filing errors, and the making of filing decisions.
92. Catalog maintenance (other than filing):  
Replacement of worn or mutilated cards, correction of changed or incorrect entries, etc., is entailed in maintenance of the card catalog.



93. Other

**N. Administration**

94. Supervision:

Identifiable supervisory activities not inherently included in other activities. Includes review, coordination, and supervisory activities associated with conduct of this study.

95. In-service training:

Includes time spent, whether on- or off-campus, attending workshops, seminars, lectures, etc. which are intended to maintain or upgrade skills. Also, includes travel time to and from place of work.

96. On-campus meetings:

Includes time spent in attending and participating in campus meetings, whether or not related to library functions.

97. Off-campus meetings:

Includes time spent in attending and participating in any off-campus meeting authorized by supervisor.

98. Public Service Activities:

Includes activities performed by technical service staff unless defined above.

99. Other

Instructions for Completing Function Worksheet:

Function Worksheets are to be completed and submitted to Academic Planning weekly.

Block 1 Heading Information

College:	College name.
Function Name:	Provided on worksheet.
Author:	Initials of the library staff member responsible for coordinating the study.
Dates:	Inclusive dates for the data reported. New worksheets should be used each week of the study.

Block 2 Employee Identifier

Assigned to:	Place check mark to indicate whether employee is assigned to Public or Technical Services.
Code:	Enter name, initials, number, <u>or</u> other code to identify the employee. This information is primarily for library use to assure that the report covers all personnel performed technical processing activities.
Classification:	Enter payroll classification.
Salary/Step:	Enter monthly salary rate and the salary step.
Hourly Rate:	Do not fill in this space.

Block 3 Activity Name

Standard defined activities are listed as shown in the general instructions.

Block 4 Personnel Hours

Enter time in quarter-hour segments per 8-hour day for columns Monday through Friday, or for any other 5-day period a person may work. Enter quarter-hour segments as 1, 2, or 3. Times reported should be those times actually spent in an activity excluding breaks. For example, if 6 hours are spent performing an activity, during which period two 15-minute coffee breaks are taken, the entry would be 52 (hours). The form may be used as a worksheet to accumulate hours when, on a particular day, a

person performs an activity several times. The entry may therefore appear as

02	11				
13	23				
03					

## APPENDIX C

### Instructions for Completing Production Unit Summary Report:

Production Unit Summary Reports are to be completed and submitted to Academic Planning on a weekly basis.

Production units, except for Government Publications are to be determined and reported for those functions for which realistic units can be ascertained. These are defined below. Not every function will yield a realistic unit of production, and no effort will be made to develop one. Where this occurs, personnel costs of these functions will be prorated among the other functions of Acquisitions or Cataloging.

- |     |    |                                     |   |
|-----|----|-------------------------------------|---|
| I.  | A. | Preliminary Activities:             | Report the number of book order <i>requests</i> processed.  |
|     | B. | Ordering:                           | Report the number of <i>titles</i> ordered.   |
|     | C. | Receiving:                          | Report both the number of <i>titles</i> received and the number of <i>volumes</i> received. Count only <i>new titles</i> of periodicals, not issues. Count each physical unit of microforms – role, fiche, card – as a volume.  |
| II. | H. | Added Copies/Added Volumes Routine: | Report the number of <i>volumes</i> added.  |
|     | I. | LC Cataloging:                      | Report the number of <i>titles</i> cataloged. Include analyzed continuations, recataloging and reclassifications.   |
|     | J. | Original Cataloging:                | Report the number of <i>titles</i> cataloged. Include recataloging and reclassification.  |
|     | K. | Card Production and Processing:     | Report the number of <i>card sets</i> produced, not purchased.  |
|     | L. | End Processing:                     | Report the number of <i>new volumes</i> processed, the number of <i>volumes</i> mended, and the number of <i>volumes</i> bound. Include in-house binding count in "volumes mended." Number of volumes bound are those which have been sent out for binding and should be counted at receipt from the bindery. |

# FACTORIALS USED TO DERIVE SUMMARY AND UNIT COSTS

(Note: numbers refer to defined activities)

## GENERAL SUMMARY

### ORDERING

$$\text{Total} = \Sigma 2, 5, 6, 7^*, 742^*, 743, 744, 745, 8, 10, 11, 12, 13, 14, 15, 36, 37, 38$$

$$\text{Unit} = \left( \frac{\Sigma 2, 5, 6, 7^*, 742^*, 743, 744, 745}{\text{\# requests processed}} \right) \text{ plus}$$

$$\left( \frac{\Sigma 8, 10, 11, 12, 13, 14, 15, 36, 37, 38}{\text{\# titles ordered}} \right)$$

$$\% = \frac{\text{Ordering total}}{\text{Library total}}$$

### CATALOGING

$$\text{Total} = \Sigma 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 55a, 56, 57, 58, 59, 60, 61$$

$$\text{Unit} = \left( \frac{\Sigma 41-51, 54-61}{\text{\# titles cataloged}} \right) \text{ plus } \left( \frac{\Sigma 52, 53}{\text{\# added copies/volumes}} \right)$$

$$\% = \frac{\text{Cataloging total}}{\text{Library total}}$$

### PROCESSING

$$\text{Total} = \Sigma 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 82, 85$$

$$\text{Unit} = \left( \frac{\Sigma 62-72}{\text{\# card sets produced}} \right) \text{ plus } \left( \frac{\Sigma 73-79, 82, 84}{\text{\# volumes processed}} \right)$$

$$\% = \frac{\text{Processing total}}{\text{Library total}}$$

### RELATED ACTIVITIES

$$\text{Total} = \Sigma 1, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 39, 40, 80, 81, 83, 84, 86, 87, 88, 89, 90, 91, 92, 93$$

$$\% = \frac{\text{Related activities total}}{\text{Library total}}$$

\*Information for activity 7 was erroneously entered as 742 in a few instances. Therefore, to ensure inclusion of all data in this report, 742 is also shown in the factorials.

**TOTAL**

Library total = Ordering total plus Cataloging total plus Processing total plus Related Activities total

**UNIT COST SUMMARY** (Letters in parentheses below refer to the number lines on Appendix C)

Process request (A)	=	$\Sigma 2, 5, 6, 7^*, 742^*, 743, 744, 745$ # requests processed
Title ordered (B)	=	$\Sigma 8, 10, 11, 12, 13, 14, 15, 36, 37, 38$ # titles ordered
Title received (C)	=	$\Sigma 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29$ # titles received
Volume received (D)	=	$\Sigma 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29$ # volumes received
Vol/Copy added (E)	=	$\Sigma 52, 53$ # added vols/copies cataloged
LC catalog (F)	=	$\Sigma 54, 55, 55a, 56, 57$ # titles LC cataloged
Orig catalog (G)	=	$\Sigma 58, 59, 60, 61$ # titles original cataloged
Card sets produced (H)	=	$\Sigma 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72$ # card sets produced
Volume process (I)	=	$\Sigma 73, 74, 75, 76, 77, 78, 79, 82, 85$ # volumes processed
Volume mend (J)	=	$\Sigma 81$ # volumes mended
Volume bound (K)	=	$\Sigma 80$ # volumes bound

**BIBLIOGRAPHIC SEARCH SUMMARY**

General search	=	$\Sigma 7^*, 742^*, 42, 46$
NUC search	=	$\Sigma 743, 43$
MCRS search	=	$\Sigma 744, 44$
CARDSET search	=	$\Sigma 745, 45$

\*Information for activity 7 was erroneously entered as 742 in a few instances. Therefore, to ensure inclusion of all data in this report, 742 is also shown in the factorials.

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY 1972

<b>FUNCTION WORKSHEET</b>	1	COLLEGE: _____ FUNCTION: <u>Preliminary Activities</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____				
2	<b>EMPLOYEE IDENTIFIER</b> Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____			
3	4	<b>PERSONNEL HOURS</b> Enter times in quarter-hour segments per 8-hour day					
ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
1. Open, sort and distribute incoming mail.							
2. Review book order requests.							
3. Review selection media.							
4. Select titles to be ordered.							
5. Type library order request card.							
6. Other (specify)							
5	<b>COMMENTS/FOOTNOTES</b>						

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;"> <b>FUNCTION WORKSHEET</b> </div>	<div style="border: 1px solid black; padding: 2px;">1</div>	COLLEGE: _____ FUNCTION: <u>Ordering</u> AUTHOR: _____	Page <u>1</u> of <u>2</u> Month _____ Week Dates _____ thru _____				
<div style="border: 1px solid black; padding: 2px;">2</div>	<b>EMPLOYEE IDENTIFIER</b> Assigned to PS _____ or TS _____ Local Code: _____		<div style="border: 1px solid black; padding: 2px;">         Classification: _____          Monthly Salary: \$ _____ Salary Step _____       </div>	<div style="border: 1px solid black; padding: 2px;">         Analyst's use          Hourly Rate       </div>			
<div style="border: 1px solid black; padding: 2px;">3</div>	<div style="border: 1px solid black; padding: 2px;">4</div>	<b>PERSONNEL HOURS</b> Enter times in quarter-hour segments per 8-hour day					
<b>ACTIVITY</b>	<b>MON.</b>	<b>TUE.</b>	<b>WED.</b>	<b>THUR.</b>	<b>FRI.</b>	<b>TOTAL HOURS</b>	<b>Analyst's use</b>
7. Bibliographic searching.							
8. Assign vendor and fund.							
9. Prepare multiple order record.							
10. Type purchase requisition, etc.							
11. Revise typing.							
12. Sign and mail requests.							
13. Burst and file forms.							
14. Encumbrance or pre-payment routine.							
<div style="border: 1px solid black; padding: 2px;">5</div>	<b>COMMENTS/FOOTNOTES</b>						



# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: <u>Ordering, Continued</u> AUTHOR: _____	Page <u>2</u> of <u>2</u> Month _____ Week Dates _____ thru _____					
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____				
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
ACTIVITY							Analyst's use	
		MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
15. Other (specify)								
5	COMMENTS/FOOTNOTES							

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<b>FUNCTION WORKSHEET</b>	1	COLLEGE: _____ FUNCTION: <u>Receiving</u> AUTHOR: _____	Page <u>1</u> of <u>2</u> Month _____ Week Dates _____ thru _____				
2	<b>EMPLOYEE IDENTIFIER</b> Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____				
		Analyst's use Hourly Rate					
3	4	<b>PERSONNEL HOURS</b> Enter times in quarter-hour segments per 8-hour day					
<b>ACTIVITY</b>	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use	
						TOTAL HOURS	
16. Unpack books; check against packing list or invoice.							
17. Prepare confirming order (approvals, standing orders, etc.)							
18. Check outstanding order file.							
19. Check in serials and periodicals on Kardex.							
20. Collate books.							
21. Book return procedure (incorrect shipment, defective copy, approval books).							
22. Book accessioning routine.							
23. Write sourcing information.							
5							
<b>COMMENTS/FOOTNOTES</b>							

CALIFORNIA STATE UNIVERSITY & COLLEGE TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: <u>Receiving, Continued</u> AUTHOR: _____	Page <u>2</u> of <u>2</u> Month _____ Week Dates _____ thru _____				
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____ Analyst's use Hourly Rate _____				
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					
ACTIVITY		MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS
24. Prepare gift record form.							
25. Book distribution routine.							
26. Prepare receiving report (claims schedule).							
27. Prepare invoices for payment.							
28. Expenditure routine.							
29. Other (specify)							
5	COMMENTS/FOOTNOTES						

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: _____ FUNCTION: <u>Post-Cataloging</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____					
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____				
3	4	PERSONNEL HOURS						
ACTIVITY		Enter times in quarter-hour segments per 8-hour day					Analyst's use	
		MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
30. Clear in-process file.								
31. File forms, etc. in completed records or discard.								
32. Requester notification routine.								
33. Periodic accessions list routine.								
34. Other (specify)								
5	COMMENTS/FOOTNOTES							

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<b>FUNCTION WORKSHEET</b>	1	COLLEGE: _____ FUNCTION: <u>Miscellaneous Activities</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____					
2	<b>EMPLOYEE IDENTIFIER</b> Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate				
3	4	<b>PERSONNEL HOURS</b> Enter times in quarter-hour segments per 8-hour day						
ACTIVITY							Analyst's use	
		MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
35. Vendor status routine.								
36. Claims routine.								
37. Cancellations routine.								
38. Out-of-print order routine.								
39. Process inquiries.								
40. Other (specify)								
5	<b>COMMENTS/FOOTNOTES</b>							

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: _____ FUNCTION: <u>Pre-cataloging</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____				
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____			
3	4	PERSONNEL 'RS Enter times in quarter-ir segments per 8-hour day					
ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
41. Sort books, assign and distribute.							
42. Search for cataloging copy: verify bibliographic information.							
43. Search NUC.							
44. Search IDC-MCRS.							
45. Search CARDSET.							
46. Other (specify)							
5	COMMENTS/FOOTNOTES						

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: _____ FUNCTION: <u>Obtaining and Maintaining</u> L.C. Data AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____					
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate				
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
ACTIVITY		MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
47. Order LC cards or other units.								
48. Receive and arrange LC cards.								
49. Receive and arrange LC proof slips or proof sheets.								
50. File LC cards (cards or proof).								
51. Other (specify)								
5	COMMENTS/FOOTNOTES							

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<b>FUNCTION WORKSHEET</b>	1	COLLEGE: _____ FUNCTION: <u>Added Copies/Added Volumes Routine</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____				
2	<b>EMPLOYEE IDENTIFIER</b> Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step: _____	Analyst's use Hourly Rate			
3	4	<b>PERSONNEL HOURS</b> Enter times in quarter-hour segments per 8-hour day					
<b>ACTIVITY</b>	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
52. Added copies/added volumes routine.							
53. Other (specify)							
5	<b>COMMENTS/FOOTNOTES</b>						



# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: _____ FUNCTION: <u>L. C. Cataloging</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____				
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____			
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day			Analyst's use		
ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
54. Match LC cards or proof copy and books.							
55. Catalog and classify with LC cards/copy.							
55a. Shelf list checking.							
56. Revision of cataloging.							
57. Other (specify) (U.C. catalogs and other acceptable sources).							
5	COMMENTS/FOOTNOTES						

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: _____ FUNCTION: <u>Original Cataloging</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____				
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____			
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					
ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
58. Original cataloging and classifying.							
59. Revision of cataloging.							
60. Shelf listing.							
61. Other (specify)							
5	COMMENTS/FOOTNOTES						

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: <u>Card Reproduction and</u> FUNCTION: <u>Processing</u> AUTHOR: _____	Page <u>1</u> of <u>2</u> Month _____ Week Dates _____ thru _____				
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____			
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					
ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
62. Type complete card sets.							
63. Type master card.							
64. Revise master card.							
65. Type modification on a card or proof slip.							
66. Reproduce card sets (other than typing).							
67. Sort cards into sets.							
68. Type call number, added entries.							
69. Revise typing on card sets.							
5	COMMENTS/FOOTNOTES						

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: <u>Card Reproduction and</u> FUNCTION: <u>Processing, Continued</u> AUTHOR: _____	Page <u>2</u> of <u>2</u> Month _____ Week Dates _____ thru _____					
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____				
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
ACTIVITY		Analyst's use						
		MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
70. Prepare (typing) authority cards.								
71. Prepare (typing) cross-reference cards.								
72. Other (specify)								
5	COMMENTS/FOOTNOTES							

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<div style="border: 1px solid black; padding: 2px;">FUNCTION WORKSHEET</div>	1	COLLEGE: _____ FUNCTION: <u>End Processing</u> AUTHOR: _____	Page <u>1</u> of <u>2</u> Month _____ Week Dates _____ thru _____				
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____			
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					
ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
73. Prepare circulation card.							
74. Prepare book pocket.							
75. Mark call number or place label on spine of volume.							
76. Affix pocket and date due slip; affix gift plate.							
77. Affix biographical and review material in book.							
78. Stamp property marks.							
79. Affix plastic jacket to book.							
80. Binding routine (State Printer or Commercial binder).							
5	COMMENTS/FOOTNOTES						

# CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: <u>End Processing, Continued</u> AUTHOR: _____	Page <u>2</u> of <u>2</u> Month _____ Week Dates _____ thru _____					
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____				
3	4	PERSONNEL HOURS						
ACTIVITY		Enter times in quarter-hour segments per 8-hour day					Analyst's use	
		MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
81. Library binding and Mending.								
82. Revise completed books before forwarding to circulation.								
83. Distribution								
84. Cancellations and withdrawals.								
85. Other (specify)								
5	COMMENTS/FOOTNOTES							

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

<b>FUNCTION WORKSHEET</b>	1	COLLEGE: _____ FUNCTION: <u>File Maintenance</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____				
2	<b>EMPLOYEE IDENTIFIER</b> Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____				
3	4 <b>PERSONNEL HOURS</b> Enter times in quarter-hour segments per 8-hour day		Analyst's use Hourly Rate _____				
<b>ACTIVITY</b>		ANALYST'S USE					
		MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS
86. Sort and arrange shelf list.							
87. File shelf list.							
88. Revise name of shelf list and all catalog cards.							
89. Sort and alphabetize all catalog cards in the set.							
90. File <u>all</u> catalog cards.							
91. Revise filing of <u>all</u> catalog cards.							
92. Catalog maintenance.							
93. Other (specify)							
5	<b>COMMENTS/FOOTNOTES</b>						

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: <u>Administration</u> AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____				
2	EMPLOYEE IDENTIFIER Assigned to PS _____ or TS _____ Local Code: _____		Classification: _____ Monthly Salary: \$ _____ Salary Step _____	Analyst's use Hourly Rate _____			
3	4	PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					
ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
94. Supervision							
95. In-service training.							
96. On-campus meetings.							
97. Off-campus meetings.							
98. Public Service Activities.							
99. Other (specify)							
5	COMMENTS/FOOTNOTES						



## APPENDIX F

**THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TECHNICAL PROCESSING COST STUDY — 1972**

PRODUCTION UNIT SUMMARY		College: _____		Date: _____		
		Author: _____				
		Books & Serials	Periodicals	A-V & Other Graphic Mat.	Microforms	Total
I.	A. Preliminary Activities (A) (No. Requests Processed)					
	B. Ordering (B) (No. Titles Ordered)					
	C. Receiving (C) (No. Titles Received) (D) (No. Volumes Received)					
II.	H. Added Copies/Added Volumes (E) (No. Volumes Added)					
	I. LC Cataloging (F) (No. Titles Cataloged)					
	J. Original Cataloging (G) (No. Titles Cataloged)					
	K. Card Production & Processing (H) (No. Card Sets Produced)					
	L. End Processing (I) (No. New Vols. Processed) (J) (No. Volumes Bound) (K) (No. Volumes Mended)					

Note: Letters in parentheses refer to columns of table, Production Unit Summary, page 4 of this report.

**COMMENTS:**